

## **NYS CASE Virtual Training Attendance Policy**

NYS CASE continues to fine tune the virtual training process in order to better support you, while meeting the needs of our funding partners at ACCES-VR. In order to obtain course credit, please adhere to the following guidelines:

1. Login on time using the Zoom connection link that was emailed to you. Zoom automatically generates a report of CASE of login/logout times. The Zoom training room will be locked once training begins.
2. Pre-Registration is required for participation in NYS CASE training sessions. Please do not share the link with unregistered colleagues.
3. Completion of all attendance verification polls is required for course credit.
4. Trainers will verbally notify participants when an attendance verification poll is generated on screen. If for any reason you do not see the poll, you must immediately notify the trainers in the Q&A box when prompted.
5. Upon completion of training, CASE staff will verify participant attendance by reviewing the Zoom report of login/logout times and attendance verification poll results. If attendance is not verified, participants will not be awarded credit for the course.