



Consortium for Advancing
and Supporting Employment

NYS CASE Virtual Training Attendance Policy

NYS CASE is pleased to offer live virtual training options. To earn course credit, please adhere to the following guidelines:

1. Log in on time using the Zoom connection link that was emailed to you. Zoom automatically generates a report of log in/log out times. The Zoom training room will be locked once training begins.
 - a. Log in with the NYS CASE account email used during your registration.
 - b. Log in on desktop/laptop computer, not on a cell phone.
 - c. Log in individually (not as part of a large group).
 - d. **Provide first and last name during Zoom sign-in. After 15 minutes with no participant response to name clarification requests, unidentifiable participants will be removed.**
2. Pre-registration is required for participation in NYS CASE training sessions. Please do not share the link with unregistered colleagues.
3. If for any reason you are unable to attend the training, please notify CASE staff as soon as possible. By notifying the staff, you will ensure you are not reported for nonattendance and allow the CASE staff to invite other participants from the waitlist.
4. **Complete all attendance and “knowledge check” polls. You are required to complete polls throughout the training to verify your active participation.**
5. Trainers will verbally notify participants when a polling question is generated on screen. If for any reason you do not see the poll, please immediately notify the trainers in the Q&A box. After the fact, do not request information on if a poll was missed for any reason during the training.
6. At the end of the training, participants are welcome to remain logged on to ask questions or offer further comments. However, completion of the final poll and timely log out are required.
7. Upon completion of training, CASE staff will verify participant attendance by reviewing the Zoom report of log in/log out times and completion of polling questions. Participants with verified attendance will receive a post-training survey within five business days. *If attendance is not verified, participants will not receive the post-training survey, nor be awarded credit for the training.*