

**Before you REGISTER for CQM-C Course, please read all details below:**

**Platform:**

LIVE Online 2- Day Training via ZOOM

**Technology and Participation**

*For the classroom:*

- Please have Zoom downloaded.
- Computer, with dual monitor preferred.
  - Laptop works if participant has access to a separate tablet to view the Study Guide.
- Every student must print their own Study Guide or have access to it during training.
- **It is highly recommended that students begin reading the Study Guide before training starts.**

*For Participation:*

- Camera, either built in or added on and ready to stream to the classroom.
- Headphones or earbuds with microphones are preferred
- Computer/device microphone and speakers are ok if in a private, quiet room.
- Each student must be on their own computer/laptop/tablet. No Exceptions

**Please note:**

1. **Participants are required to attend this training with both video and audio—no exceptions.** All participants must be on camera and live at all times. If you are unable to participate live, you will not be able to attend this course.
2. **There will be a mandatory 20-minute orientation the Monday before training at 9:00 AM PST for each class.** This orientation will cover the new program schedule and assignments, address any technical issues, and allow for a Q&A session regarding the course. Attendance is not optional and must be considered when registering for the training class. Participants who fail to attend will be removed from the training program.
3. When registering participants for training, you must use their email addresses in the registration system. This is the only way the AGC can confirm that participants are receiving class correspondence.