

In order to participate in the Continuing Education Zoom Class 4Z:

- Each participant shall have a laptop, desktop, or tablet. You can only connect 1 device at a time. You will need a web camera, microphone, and speakers. Headsets and a mouse are helpful. Hard-wired internet connections are much better than wireless connections. Course credit cannot be issued if your video feed is lost during any session. (CE courses are typically 4-hour sessions; Code & Law Update is 10 hours)

It is your responsibility to have proper equipment.

- Classes are presented using ZOOM. It will be helpful to you if you download the free ZOOM app in advance. www.zoom.us

We will have an **Introductory Zoom Meeting** a couple of days prior to the start of the classes to make sure everyone can connect. You will be sent a link to join this meeting.

All are encouraged to attend.

Intro to Zoom: Tuesday, February 9th @ 7 pm You will be a sent link to join)

- You are required by the state to show copies of your photo ID (driver's license or passport) and your contractor's license or Journeyman's card prior to the training. Your ID will be matched to your live video feed during the classes.

You must digitally submit your photo ID, your Contractor's License (not your business permit), or your Journeyman Registration no later than 72 hours before classes start.

- All seminars will start on time. Each Zoom Meeting session will open for Registration and Video ID check 60 minutes before the starting time. If you cannot connect by the starting time of the class, you will not be admitted. No refund or rescheduling is permitted.

It is **Extremely Important: that you **CORRECTLY** enter your ZOOM registration info each time. Enter your First & Last Name (as licensed/as registered) and your Contractor's license # or Journeyman' registration #. This info will be provided to the state when required for proof of your attendance. You will not be admitted to the Zoom Meeting if your name differs from the licensee or journeyman.**

- There will be no refunds for no-shows, those not admitted to the class or those removed from the class.
- Alan Chech Electrical Seminars is not responsible if you cannot connect.

All participants of the 10 Hour Code & Law Update session will need a copy of the NEC 2020 or a nationally recognized 2020 Code Change book

See Next page

Registering for the 1st time with Zoom Meeting.

Important to do it correctly, your certificate will contain what you enter, and it acts as proof of your attendance.

If your name is: John A. Smith Jr. (as licensed)

Enter First Name: John A

Enter Last Name: Smith Jr

Enter your license #

Ex: **Contractors** Using a 4 or 5 digit format

34EI00**6452**00 = 6452

34EI0**17452**00 = 17452

Ex: **Journeyman** Using a 3 or 4 digit format

34EJ000**234**00 = 234

34EJ00**1234**00 = 1234