

Attendee Information



As a Zoom webinar attendee, you will have the capability to learn about subject matter important to your responsibilities in the water & wastewater industry in a virtual learning environment. There are some key points you should know about connecting with New Jersey Water Association's online training.

Participant Preparation and Conduct:

- These are virtual classes, not mobile! The training cannot be successfully completed "on the fly" if earning TCHs is the expected outcome.
- Log in to the training session at least 10 minutes prior to the scheduled training session start time to address any technical issues. Like in-person training, *you need to be there on time.*
- Internet is everything. Ensure you settle into, and remain in, a place where you have consistent cellular or WIFI connection. Educational materials consist of audio and video streaming which requires sufficient bandwidth. You are responsible for ensuring you are able to finish the remote training session.
- Stay engaged. There will be Q&A, Online Polls and Verification Codes during your training session. These are conducted to gauge comprehension of the material presented and ensure your participation to determine eligibility for credit. So please pay attention and be ready.

Technical Requirements for Attendees:

- Laptop or Desktop Computer (preferred). Tablet (iPad/Android) or Phone*
- Wired (preferred) or Wire-less (WiFi) internet connection.
- Acceptable and stable bandwidth for internet broadcasting.
- Quality web camera and microphone.
- A valid and active email address.
- Zoom Account (Not Required) (Optional)

Please note: Although the NJWA is using the best technology available, there may sometimes be technical issues that are beyond our control. If the remote training event is interrupted, please stand by. We will use the email address you provided to us to relay important information on rejoining the session.

Once the training session has begun, if technical problems occur with the broadcast, every effort will be made to complete the training session, even if there was a pause and additional time must be added to the length of the remote training session. If the training session cannot



be completed within a reasonable amount of time, you will be advised as to when the rest of the session will be completed. You can then log on at the rescheduled time and complete the training session.

Please remember that you must apply for credits upon completion of the remote training session. A Remote Training Information, Certification and Credit Application Form will be provided to you. This form, once completed by you and accepted and signed by a NJWA staff member, will be your only record of having successfully completed the remote training session.

The NJWA will retain a record of all those who successfully complete the remote training sessions. Those records will be reported electronically to NJDEP.

If you have any questions or concerns prior to the session please feel free to email jackie@njwater.org

*Phone or small mobile devices may limit your ability to respond to Poll questions or view and record the Participant Verification Codes.