

Live-remote Training courses offered in Colorado

Training Provider requirements:

1. Colorado-approved training provider only.
2. Establish which platform that will be utilized (ensuring security).
3. Courses must be password-protected.
4. Ability to remove participant from class.
5. Remote learning class cannot be combined with in-person class.
6. Prepare course materials to be utilized on digital platform, if necessary.
7. REFRESHER COURSES ONLY!!!!
8. Live classes only, offered M-F (Sa), 8A-5P.
9. Course taught only by Division-approved instructor(s).
10. Course must be offered from professional environment (office, home-based office, etc.) utilizing a dual-monitor computer (laptop or desktop) equipped with speakers and microphone.
11. Class size limited to 12 maximum.
12. 10-day notification to Division.
13. Pre-register all course participants.
14. Require participant to have stationary computer equipped with monitor, speakers and microphone.
15. Verify participants' identity - US Government issued (driver's license, state-issued ID card, US passport, immigration card, etc.).
16. Verify current AHERA training(s).
17. Send course invite & password to participants and division.
18. Email or mail course materials (Syllabus, handouts, regulations, etc.) to participants and Division.
19. Upon completion of course:
 - a. Email student a copy of course certificate(s) and mail original to address listed on registration
 - b. Certificates labeled "**Colorado-approved Live-Remote course**"
 - c. Email course certificates for entire class to Division
 - d. Email Division course confirmation list at conclusion of class
20. Submit \$10/per student fee within 30 days of the course completion

Class Participant requirements:

1. Must pre-register for live-remote learning refresher class.
2. Must have verifiable current training certificates and produce them upon request.
3. Each student must have their own stationary computer equipped with monitor, speakers and microphone (NO CELL PHONES or TABLETS).
4. Participant must be located in a course-conducive environment.
5. Participant must not leave the presence of the monitor/camera without instructor approval.
6. Participant must keep mic/camera active at all times during class.

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