AZ LTAP
Local Technical Assistance Program

Virtual Training Requirements

AZ LTAP offers virtual training delivery for most of our courses. Virtual delivery means that our instructor will provide your employees with a link to a WebEx classroom which they will use to attend the live instruction on the scheduled training date. Your agency can either set up each individual employee with a laptop w/ a working webcam and mic and have them attend from any location OR your agency can have all the employees in one room that is set up with a computer w/ working audio and visual.

GENERAL TRAINING POLICIES

- To cancel or reschedule a confirmed training, AZ LTAP requires a (2) week notice. Failure to meet this deadline may result in a cancellation fee.

- Attendee cancellations, reschedules, or substitutions must be completed at least (5) business days before the training and **submitted directly to AZ LTAP at Ttraining@azdot.gov** (do not contact the instructor). Failure to inform AZ LTAP of attendee cancellations may result in a cancellation fee.

- All participants must be transportation employees. There is a registration fee for non-transportation employees due prior to the training.

- Employees more than 15 minutes late to the training will not be able to attend the class.

- If a consultant/private agency employee is a "NO-SHOW", a fee of $100.00 will be assessed and invoiced to the consultant/private agency.

- Agencies are required to provide a 'facilitator' to assist our instructors, as needed, during training.

- If you would like to set up a "technology run" with the instructor, you may contact the instructor directly or email AZ LTAP at Ttraining@azdot.gov to have one set up **in advance of** the training.

FACILITY & EQUIPMENT REQUIREMENTS

- Agencies are **required to designate a 'facilitator' for every training being scheduled**. The facilitator does not need to be physically present for the entire training, but needs to be easily / quickly reachable and able to assist the instructor should issues arise at any point during the training.

- All registered attendees are expected to be logged onto the virtual classroom at least **5-10 minutes prior** to the training start time. The facilitator should be in contact with the instructor prior to the training as well.

- **Equipment required would be:**

  - Access to a Computer or Laptop (Per individual <u>or</u> one computer in a room set up to allow for all attendees to be visible and audible to the trainer).

  - Computers/laptops should be equipped with functioning Audio and Video connection. **FLAGGER THIS IS REQUIRED**

    - Webcam can be internal or externally attached. **FLAGGER THIS IS REQUIRED**

    - Microphone can be internal or externally attached (This will allow for better interaction with the trainer). **FLAGGER THIS IS REQUIRED**

  - Strong internet connection, to eliminate network or connectivity issues.

  - Email account per student is preferred. This allows trainers to email documents, PowerPoint presentations, tests, etc., to the students.

  - Employees in multiple locations can remote into training if they have the above requirements met.