

## **TRAINING/CONTINUING EDUCATION THROUGH ELECTRONIC MEANS**

The Minneapolis Plumbers Joint Journeyman and Apprentice Training Program will begin conducting online sessions for continuing education (CE). In order for us to do so there are requirements set forth by the MN Department of Labor and Industry that must be adhered to. Those requirements are included in the following information.

- The Training Department will use Zoom as the web based platform.
- Individuals must preregister and a link will be sent by email to the participant by the Training Department prior to the training/CE session.
- The individual must log in to the Zoom website before to the start of the training session.
- The individual must have their computer's web camera turned on at all times.
- Unless needed for portion of the course, participants should not be using their cell phone during training sessions.
- Other than scheduled breaks, the individual must be able to view the course instructor and presented material at all times.
- The course instructor or course monitor must be able to view the individual/trainee at all times.
- When the 4 hour continuing education course is held in 2 – two hour sessions, both scheduled sessions must be completed or 0 hours of credit will be given.

Future online CE classes may require online interaction such as the use of worksheets or sizing diagrams. When required, the web-based learning system Blackboard will also be used.

If you have questions, contact the Training Center at:

612-374-5262 or [training15@dunwoody.edu](mailto:training15@dunwoody.edu)