

**Trauma Recovery/ EMDR Humanitarian Assistance Programs Basic Training
Virtual Zoom Meeting**

Schedule:	Confidentiality for Virtual Meetings:	Ideal Virtual Meeting Space Considerations:
<p>Daily Schedule Registration / daily check-in: 8:00 - 8:30 AM Didactic: 8:30 AM - 12:00 PM Practicum: 1:00 PM - 5:00 PM (4:00 on Day 3) Daily Breaks: (will be announced each morning) Lunch: 12:00 - 1:00 PM NOTE: Attendance at entire training is required</p>	<ol style="list-style-type: none"> HIPAA-compliant Zoom meeting platform will be used Review of Zoom features Separate Zoom links for morning lecture and afternoon practice sessions Documents will be available (on Teachable) HIPAA-compliant trainings require participant to be alone in meeting space 	<ol style="list-style-type: none"> Private, confidential space, free of all interruptions (required for afternoon sessions) Distance of body from screen (recommended 12-18") Lighting toward face, not back lighting / window Stabilize device on flat surface Water, tissues, notepaper, pen, EMDR training manual
Zoom Tech Requirements:	Documents / Forms / Printed Communication:	Ideal Virtual Communication Considerations:
<ol style="list-style-type: none"> Zoom account required (update to latest!) Internet connection: broadband wired or wireless (3G or 4G/LTE) Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down) Check your internet bandwidth using www.Speedtest.com (or specific to your internet provider) Strongly recommend computer rather than iPad/tablet for full functions Strongly recommend Chrome or Firefox browser Recommend ethernet cable hardwired to computer or Wi-Fi extender/booster Limit # devices accessing WIFI Turn off all video and audio streaming Connect to power source Clear out cache on computer 	<ol style="list-style-type: none"> Participant's Agreement (completed electronically at registration) Course Evaluations (Access on Teachable) Learning Assessment Tool (Access on Teachable for download pre-training in PDF, and again for electronic submission after training. 80% passing grade required) Consultation directory at: www.emdrhap.org Consultation Records accessed on your Trainee Record Page 20 CEs available for each 3-day training (Access information via Teachable to purchase CE credits) To receive the CEs training participants need to be marked as attended and complete the L.A. with a score of at least 80%. Trauma Recovery/HAP Certificate of Attendance or of Completion (emailed once all requirements are met) 	<ol style="list-style-type: none"> Meetings will start promptly on time Important to use computer with microphone / speaker Headphones / earbuds may be preferred for afternoon practicum Disable alerts, bells, pop-ups, notifications Utilize mute button This is a professional training. Please refrain from behavior that may be distracting or disturbing to others For attendance requirements by our CE credit provider, please leave video camera on at all times except during breaks Have cell phone nearby for alternate access to training staff if connection fails Videotaping and recording of any kind with any device is strictly prohibited