

CLIPP Virtual Classroom Requirements

Welcome to the Certified Living In Place Professional Virtual Classroom. This is a live-interactive virtual class. You will stay in your office or home and attend the class in real-time with fellow professionals. You will see and talk with the instructor and the entire class. Please install and test all equipment before the first Session. Here are the requirements to make your experience successful:

ATTENDANCE – You are required to attend all six sessions. If you have a medical or other emergency, contact us immediately at 720-581-0277 or 303-726-6828 to discuss your options.

CLASSROOM SPACE IN YOUR OFFICE OR HOME -

1. **Space** - Create a private, comfortable area with a padded chair in front of a desk. You will need clear space about three feet wide for your training manual and other supplies, plus room for your computer, keyboard and monitors*. The background behind you will be visible at all times to the instructor and all attendees, so be sure it looks appropriate. Please limit others from entering your area during the course.
2. **Noise** - Eliminate background noises, such as office sounds, dogs, coughing, sneezing, etc. The instructor and all other attendees will hear you anytime you speak, unless you are individually muted by either yourself or the instructor.
3. **Clothes** – Dress appropriately. You will be visible at all times to the instructor and all attendees.
4. **Lighting** – Test your space to be sure the lighting is suitable, and your equipment is working properly. See technical requirements below.
5. **Telephones** – Turn off, or mute, cell, land-line phones and notifications from your personal computer. These will be heard by the instructor and other attendees. Except for personal emergencies, do not accept phone calls, texts or emails during the course.

JOIN THE CLASS ONLINE – We use Zoom (<https://zoom.us/>) to create the live-interactive virtual classroom. You will receive an email at least one week prior to your class with a unique link to enter the classroom. If you have never used Zoom before, click on the link a week before the first class Session and follow prompts to download an app that will be installed on your computer. After that first Zoom download, you will just need to click on the link we provide and join the others on-line in the class.

You can find more detailed information on our website, Professionals/FAQ, click on “What is a Live Interactive-Virtual Class?”

All homes
Accessible,
Comfortable
and Safe

CLASSROOM MATERIALS - Before Session One, you will receive a package which includes:

1. Class Manual
2. Portfolio with paper and pen to take notes
3. Small sticky tabs to mark important pages and information during the class.
4. Experiential Meal Supplies: Gloves, flat wooden sticks, medical tape, tissue paper, vision altering glasses. In the package are detailed instructions for how to prepare for the meal and what food and set-up items you will need ready before the Experiential Meal Session. We strongly recommend you have an assistant during this part of the class. They will help you assume your disability and clean up after your meal.

CLASS EXAM – The last class Session will include a live, interactive review with the entire class, followed by a multiple choice on-line Exam. You will be notified within 48 hours if you passed the exam and you will be immediately Certified. You will receive electronically your personal Certificate of Achievement and Code of Ethics, both suitable for printing and framing. If you do not pass, you will receive instructions for how to retake the Exam.

WEBSITE PASSWORD – Between class sessions, you will receive an email (using the email address you entered during registration) with a temporary password to enter the “CLIPP Members Only Login” section of the website (<http://www.livinginplace.institute/login>). Before the final Session, input your business profile directly onto the website “Find a Professional” section. This profile is visible to anyone who goes to the website. In the Members section, you will also have access to a press release, business and consumer presentations for your use, logos, and other important information.

COMPUTER & NETWORKING TECHNICAL REQUIREMENTS

	Minimum System Requirements	Preferred
Operating System	Microsoft Windows 7 or higher Mac OS X 10.6.8 or higher Microsoft Surface Tablet Pro Windows 8.1 or higher iOS 7 or higher	Microsoft Windows 10 or higher Mac OS 10.7 or higher

	Android 4.0x or higher	
Microprocessor & RAM Memory	Single Core 1 GHz or higher with at least 1 GB memory RAM	Dual Core 2.0 GHz or higher Intel i3 or higher with at least 4GB RAM
Supported Browsers	Windows – Internet Explorer 7 or higher, Microsoft Edge, Firefox, Chrome, Safari 5 or higher Mac – Safari 5 or higher, Firefox, Chrome	
Monitor	Minimum 13” diagonal screen	Two or more monitors (can be the laptop monitor and external monitor, or even more separate external monitors) * See below section
Webcam	Built-in camera or USB plug-in camera with a minimum 720p	1080p HD Quality webcams like Logitech C930e, Logitech Brio, Microsoft HD webcams
Microphone & Speaker/Headphone	Built-in laptop microphone & speaker	Wired (either USB or plugged in to headphone/microphone jack) or wireless (Bluetooth) headsets
Communication Bandwidth (Wi-Fi, Ethernet, 3G or 4G)	Minimum 1.2 Megabits per second **See note below about bandwidth testing	10+ Megabits per second

* **Second Monitor** - Although it is not required to have two monitors, we strongly recommend you set up a second one. One monitor will display the course and live streaming video of the instructor and the second monitor will allow you to see small, live streaming video of all other attendees.

The size of the second monitor should be at least 24" diagonal with either HDMI or DisplayPort port(s) and cost as low as \$100. Larger monitors are easier to see. More expensive monitors will display at a higher resolution with a faster refresh rate, usually only important for playing video games and movies.

Most current laptops have an HDMI port.



Some computers have a DisplayPort port.



Or a USB C port.



Older laptops may have a VGA port and will usually have lower resolution than the ports above.



There are adapters that connect one type of port to another. Please test all your equipment before the class to ensure they work for your computer and monitor configuration. If you plan to use three or more monitors, you may need a desktop system.

**** Bandwidth Testing** – To find out your download and upload bandwidth on your computer, use www.SpeedTest.net or similar tools. Don't concern yourself with the Ping numbers, only the Download and Upload speeds. For faster performance, try

placing your computer closer to your Wi-Fi router, connect your computer to your router using an ethernet cable, or install a new router. To give you better coverage throughout your home or office, install a Wi-Fi mesh network that conforms to the Wi-Fi 802.11ac standard, if your computer has this type of network capability.