

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. Below 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 options.

CLASSROOM SPACE IN YOUR OFFICE OR HOME

1. **Space** - Create a private area with a comfortable chair in front of a desk. You will need clear space about three feet wide for your computer, keyboard and monitor, plus your training manual and other supplies. 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, clicking of keyboards, 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 – The software we use is called ZOOM, click [HERE](#) to set up your computer. System requirements [HERE](#). When you follow their instructions your computer camera and microphone should work automatically, if not click [My Video/Camera Isn't Working](#). You will receive an email about two weeks prior to your class with more classroom instructions, plus a unique link to enter the classroom. If you have never used Zoom before, test your system any time by clicking that link. In the same two-week prior-to-class email, you will receive notice of two 15-minute live sessions with your instructor to verify everything is working properly.

All homes
Accessible,
Comfortable
and Safe

After that first Zoom download, you will only need to click on the same classroom link we provided to join the others on-line.

CLASSROOM MATERIALS – About a week prior to class Session One, you will receive a package containing:

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, including gloves, flat wooden sticks, medical tape, tissue paper and vision altering glasses. In the email you receive two weeks prior to class Session one will be detailed instructions about what food and set-up items you will need ready before the Experiential Meal during Session #2. 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.

FINAL EXAM – The last class Session will include a course review. You will at that time receive an email with a link to an electronic, multiple choice on-line exam. After you complete the exam, you will immediately receive your test score. If you pass the exam with a 75% or higher score, you will be immediately Certified. You will later receive from the post office your personal CLIPP Certificate and Code of Ethics, both suitable for framing. If you do not pass, you will receive instructions how to retake the Exam.

WEBSITE PASSWORD – Between the final few 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>). Please input your business profile into the website “Find a Professional” section. This profile is visible to anyone who searches the website. In the Members section, you will also have access to a press release, business and consumer presentations, 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	One screen 15” diagonal screen. Larger is preferred to minimize eye strain during the three hour class.	If the class is larger, you will be notified prior and may choose to use two monitors* (can be the laptop monitor and external monitor, or even more separate external monitors) See below section for connections.
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 not required, you may use a second monitor. One monitor will display the course and live streaming video of the instructor and several attendees. A second monitor will allow you to see up to 49 participants at one time.

If you choose to use a second monitor, 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.