



Residential Energy Efficiency

Online & Virtual Training Policy

The REE Training Center offers a variety of online courses, both pre-recorded webinars and real time interactive courses. To ensure you have the best training experience possible, virtual training requires your full and undivided attention. It is important that you prepare yourself and your environment to allow you to succeed in the class. This course should be attended in a comfortable, quiet learning environment, free from interruptions and distractions. Participants must be able to hear the instruction easily and clearly.

Requirements for pre-recorded webinars

Your Responsibilities:

- Fully engage in the learning process.
- Minimize interruptions during the class.
- Maintain the privacy of the training content.
 - It is strictly prohibited to capture screenshots of any training content contained in the online course. This includes quizzes and exams.

Technology Requirements:

- Computer with speakers and/or a headset.
- Ability to save or print downloadable training content.
- Recommended browsers include:
 - Google Chrome (latest version)
 - Firefox (latest version)
 - Safari (latest version)
 - Internet Explorer 11 or newer

Requirements for instructor led (interactive) classes

Your Responsibilities:

- Log in to class prior to the start time.
- Dress appropriately. Remember this is a classroom and you will be interacting with the instructor and fellow students virtually.
- Fully engage in the learning process.
 - Ask questions and participate in virtual class discussions.
 - Raise your hand virtually for permission to speak or use the chat box to ask questions.
- Minimize interruptions during the class.



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- Maintain the privacy of the training content.
 - It is strictly prohibited to capture screenshots of any training content contained in the online course. This includes quizzes and exams.
- Mute your microphone during the lesson to avoid disturbing the class with any background noise.
- Be respectful.
- Use the chat feature responsibly. It is meant to facilitate conversation around the lesson topic, not for sideline discussions.

Technology Requirements:

- Computer with a microphone and speakers, or a headset.
- Web camera
- A second computer monitor is encouraged for all courses. However, a second monitor is required for the virtual NEAT/MHEA course.
- Ability to save or print downloadable training content.
- Recommended browsers include:
 - Google Chrome (latest version)
 - Firefox (latest version)
 - Safari (latest version)
 - Internet Explorer 11 or newer