



Instructions for preparing for your virtual class – Please read carefully! In the event you have trouble logging in you can call 704-953-7378 for further assistance.

Online ZOOM meeting link=

JOIN THE MEETING

Monday, November 30th class

<https://zoom.us/j/95598656814?pwd=dVhDZHYwVWtYSE5pOW9pdmVEbzJ3dz09>

Meeting ID: 955 9865 6814
Passcode: 584670

Please select the join meeting button above or Copy the browser link above or select “Join the Meeting” to access this “Zoom” meeting. This link will give you the option to download an app to zoom which you may find easier to access by loading this free app to your device. For more information about ZOOM meetings please see the video link below:

<https://www.youtube.com/watch?v=QOUwumKCW7M>

Check in

Please note that upon check in you will be asked for your **Qualifier number** not a licensee number. The state has issued everyone a qualifier number to track CE training. Every qualifier is required to complete this training not a licensee. A license holder must have a qualifier with current credentials to renew the GC license. When you visit the State’s website and type in your name you will see your qualifier number along with the associated license as shown below:

Home	For Consumers & Permit Clerks	For Contractors	Continuing Education	About	News	License Renewal
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License Results

Displaying 1 - 1 results

Name	License Number	Address	City	Details
XYZ LLC	43245	3423 East Blvd	Harrisburg	Details

Qualifier Results

Displaying 1 - 1 results

Name	Qualifier ID	Details
John Smith	12345	Details

- ☐ You must participate in this course from a computer or device with a working camera and microphone. **You are always required to be on camera and will be required to be heard via a microphone when requested.** Access by cell phone is not allowed.
- ☐ Each registrant must access the course from his/her individual computer/approved device. Even if two people work in the same office, and both are registered for the same course for example, each person must log-in and remain connected from his/her own individual computer/approved device. This is so we can accurately monitor and verify individual attendance and participation.



- A hard-wired connection directly to the internet is highly recommended, as wi-fi connections can result in intermittent connectivity. Participants who cannot maintain connection throughout the class will be at risk for not receiving continued education credit. We have been asked to remove to monitor and remove any participant from the meeting for failure to stay connected.
- Also, please take time to prior to your scheduled class to familiarize yourself with the “ZOOM” platform such as how to turn your camera and microphone off/on and to mute the sound as well as be able to locate the chat box feature. You will be expected to communicate and participate by typing any questions into the chat box during your scheduled class.
- You must plan to join the meeting before 8am! It is recommended that you log on around 7:30am and you will be placed in a virtual “waiting room”. Participants will be checked into the meeting room one at a time to verify attendance. Upon entry into the class, you will be required to enable your camera and your microphone and will be asked to show a photo id with your name clearly visible for verification of identity. (If you are using a driver’s license for verification of identity, feel free to cover any identifying information other than your name and photo). For attendance purposes, during check-in, we will record you and your id as you are being entered into the class. Once you are checked in, you will be asked to mute your microphone but leave your camera on. You can take this time to locate the chat option and open to be ready for the class. The instructor will begin promptly at 8:00 am. Those participants who do not arrive in the waiting room in ample enough time to get “checked-in” prior to the start of instruction will not be allowed in the class once the class begins.
- At the end of the class you will be sent an email with a Board survey on the class, for code officials you will also be given a link to the NC Department of Insurance Q-board required survey for course feedback. The instructor will review at the start of the class the required housekeeping items.

If you are taking this class for NC General Contractors continued education requirements for 2021 license renewal you will need the follow Materials prior to the class for the mandatory 2-hour session from 3pm-5pm:

- A printed copy of Student Guide. It is necessary that you print this guide out prior to your class, as you will need to make notes on it.
- A printed copy of Case Study #1
- A printed copy of Case Study #2

*****Please note it is not recommended, that in lieu of printing hard copies, you access these documents digitally during the class, unless you are using dual monitors for accessing this course and are extremely comfortable navigating screens and using computer technology. It will be important that you are able to fully see the instructor as well as any screen-shared PowerPoints, documents or videos, while at the same time, having the ability to refer to the documents attached in this email.**