

## **FACE to FACE Class Announcement:**

In response to the COVID-19 State of Emergency and actions that are being instituted throughout Pennsylvania in an attempt to slow the spread of COVID-19, the Office of Developmental Programs (ODP) will be extending the Medication Administration Course Trainer Certification for currently certified trainers to August 31, 2020.

All traditional Train the Trainer Face-to-Face classes that were scheduled for March through June 2020 have been cancelled.

To replace them, ODP and Temple University Harrisburg have collaborated to develop an online face-to-face class. This class was developed to be used during the COVID-19 State of Emergency and will not replace the traditional Face to Face once the Emergency is over.

The classes will be conducted using **Zoom**. You do not have to purchase Zoom in order to use it, however your computer or laptop must meet certain requirements to participate. They are listed at the end of this document.

If you were scheduled for a March or April Face to Face class and you would like to participate in an online Face to Face class, please contact the help desk at [www.mahelpdesk.com](http://www.mahelpdesk.com) and ask to be transferred.

### **Types of Classes:**

There are two different types of classes. There are classes for New Trainer Candidates. There are separate classes for Recertifying Trainers.

**New trainers may not take a “Recert” class.** New Trainer classes start at 9:00 and end by 4:00 pm. New trainers must have access to a microphone, speakers, and a camera in order to participate. The instructor must be able to see and hear you during the class.

The Recertification AM classes start at 9:00 am. The Recertification PM classes start at 1:30 PM. They are each about 3.5 hours. Recertifying trainers can select either an AM class or a PM class (not both). Recertifying trainers must have access to a microphone and speakers. Access to a camera is preferable, but not required for recertifying trainers.

The class schedule is below:

<b>Date</b>	<b>Type of Class</b>
4/21/2020	Recert
4/22/2020	Recert
4/23/2020	New
4/27/2020	Recert
4/28/2020 am	Recert

4/28/2020 pm	Recert
4/29/2020	New
4/30/2020	Recert
5/12/2020	Recert
5/13/2020	New
5/14/2020 am	Recert
5/14/2020 pm	Recert
5/20/2020	New
5/21/2020	New
6/2/2020	Recert
6/3/2020	New
6/4/2020	Recert
6/16/2020	Recert
6/18/2020	New

## Zoom Requirements

### Smartphone

Zoom will work with your smartphone on iOS (iPhone) and Android platforms. You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when: you do not have a microphone or speaker on your PC/Mac.

**An 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 [Speedtest \(Links to an external site.\)](#).

- A microphone – built-in to your computer or USB plug-in or wireless Bluetooth.
- Built-in headset jack from laptop or desktop. Even if your laptop or desktop has speakers, you must plug in a headset so that the sound from the speakers does not cause an echo in the Zoom meeting. Any headset with a 3.5mm plug will plug in.

### **Additional information about Zoom use for Wi-Fi**

When your mobile device is running in 3G or 4G/LTE mode, the **Zoom** app will only send a maximum of 1MB/min of data in accordance with Apple's guideline for bandwidth usage for a data plan. It's our recommendation to **use WiFi** when possible for the best overall experience.

### **You must also have access to a microphone**

- A USB headset with microphone and earphones is recommended. Please see [this list of recommended headsets\(Links to an external site.\)](#) by Logitech.

- Higher Quality USB Microphone recommendations
  - [Jabra USB Headphones \(Links to an external site.\)](#)
  - [Plantronics Headsets](#)

### **Webcams and Headsets**

- A webcam - one which is built-in to your computer or one that connects to your computer via USB.
- If you'd like to use a higher quality USB camera, these are recommended by Zoom
  - [Logitech HD Webcams \(Links to an external site.\)](#)
  - [Microsoft HD Webcams](#)
- If you cannot find a webcam you can try getting a headset instead
  - [H390](#)
  - [Lifecat](#)

### **Other Information**

- Users can also use their laptop speakers while they remain muted (to prevent echos/interference).
- Bluetooth headsets may be more difficult to use if you are not using a smartphone or tablet, and if you are not familiar with that technology and connection.
- users should "join with computer audio" if they're connecting from a PC or laptop. They should also keep their microphone muted while not talking.

### **Supported Operating Systems**

- Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
- Windows 10
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)