Class Size Requirements
- 10 virtual class participants maximum; no minimum*
  - *Note: Implementation of the previously communicated new class size minimum requirements which would qualify instructors for the lowest available reaccreditation rates has been postponed until further notice

Technical Requirements (Instructors)
- Active account with an online webinar provider (GoToMeeting, Zoom etc.)
- High-speed internet
- Web cam access (preferred, not required)

Requirements to Hold a Virtual Class
- To qualify to hold a virtual class, at least four weeks prior to your preferred virtual class date, contact education@fgiaonline.org to schedule a 20-30 minute “trainer” session with FGIA staff to review the following:
  - Your strategies for navigating the training schedule and making sure all content is covered in the scheduled time
  - Your expertise with navigating the webinar technology
  - Key factors pertaining to the ProctorU online exam process. Complete online exam guidance document is available here.
  - Your strategies to increase engagement
    + Using a web cam
    + Leaving all lines self-muted to allow active conversation
  - Potential challenges and ways to address those issues

Requesting a Virtual Class
- After receiving approval from FGIA staff to proceed with your virtual class (required step): submit the class initiation form, with the webinar access link included, to education@fgiaonline.org at least three weeks prior to the training date(s)
- The virtual training may be offered more than two consecutive days, provided that the total training time does not exceed the following ranges:
  - Original Program: Total of 13-15 hours of training
  - Replacement Program: Total of 10-12 hours of training
  - New Construction Program: Total of 8-10 hours of training
- Submit the registration form and related materials (photo, ID, eligibility form and completed code of conduct form) for each candidate that will participate in the virtual class to education@fgiaonline.org at least two weeks prior to the training date(s)
  - Once all candidate forms are received and processed, an invoice will be generated for payment by the instructor (checks and credit cards accepted)
  - The per candidate pricing outlined in the fee schedule for each program segment applies for virtual classes

Training Materials
- Each registered candidate will receive a manual at the address noted on their registration form. Please verify accuracy and clarity of registrant address information on each form. Any costs associated with misdirected shipments resulting from incorrect or illegible registrant address information are the responsibility of the instructor and a separate invoice will be emailed with the applicable charges.

After the Webinar
- Within 1-2 days, email the daily attendance list to education@fgiaonline.org (replaces class roster) and/or provide a recording of the session so FGIA staff can verify the attendance of all registered participants
Candidates

Virtual Class Participation Requirements:
• Access to desktop or laptop computer
• High speed internet access

Online Exam Technical Requirements:
• Web cam (external web cam recommended)
• Google Chrome is the preferred browser
• Hard line internet connections are recommended, but wireless networks are acceptable with minimum speed requirements of .768Mbps for download speed and .384Mbps for upload speed
• Review the complete exam guidelines here

After the Final Online Exam
• Exam results will be displayed on the screen immediately after the test is submitted
• Once all exam results have been received, the student grade report will be emailed to the instructor
• If a score of at least 70% is achieved, graduation packet materials (ID, certificate and letter) will be mailed out to each candidate 1-2 weeks after the class, unless restricted access to the FGIA office continues to remain in effect after April 30
  o In the interim, each installer will be listed on the InstallationMasters website, and will receive a digital copy of their certificate and letter via email

**Non-English versions of the installer exams are not available for virtual classes**