



# Virtual/Blended/Classroom Training Norms

Memo: Staff  
From: CPI Instructors

Dear Staff,  
Thank you for registering for CPI. In order to preserve the fidelity of the training, particularly in the midst of a pandemic, we are asking each staff participant to adhere to the following guidelines.

## **Virtual Trainings**

- Check your emails for Zoom login credentials and arrive on time to receive full attendance credit
- Enable your video to ensure active participation
- Mute your audio unless asked to respond
- Utilize the chat feature for any questions or concerns you have during the training
- To preserve class time, restrict your responses to that which is pertinent to the discussion at hand

## **Blended Trainings**

- Virtual and In-person classes make up the blended training over the course of two separate days
- Prompt attendance for both classes are required to receive attendance credit
- Due to COVID-19 guidelines, only nine registered participants are allowed to train in person at a time. ***Only*** registered participants are allowed in the in-person class.
- CPI trainers are required to record temperatures of each participant and each participant is required to complete a COVID-19 waiver before class begins
- Your workbook is required for both portions of the training

## **Classroom Trainings**

- Refer to the guidelines for *Blended Trainings*

- All participants are required to wear masks, non-latex gloves, long sleeves, and follow staff guidance during physicals to remain safe.  
If you have any questions, please don't hesitate to contact Terance Staton [teranced.staton@cms.k12.nc.us](mailto:teranced.staton@cms.k12.nc.us) or Delisa Fields [delisan.fields@cms.k12.nc.us](mailto:delisan.fields@cms.k12.nc.us)