# YOUR SAFETY Department
## — SAFETY Solutions —

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| **Course** | PEC Safeland 2021 - Basic Orientation<br>Language: ENGLISH ONLY |
| **Class Date(s)** | As Scheduled |
| **Class Time** | 07:45 - Central Daylight Time |
| **PEC Instructor:** | Chris Thuneman |
| **Instructor Phone Number** | 888-859-5653 |
| **Instructor Email** | chris.thuneman@yoursafetydept.com |

**\*\*IMPORTANT - PLEASE READ\*\***

**By registering for this distance-learning class you have agreed to the following:**

- You have access to a laptop or desktop computer with a webcam
- You agree to share video for the duration of the training
- Agree to test the video conferencing link 30 minutes prior to class by clicking on the link above to verify the audio and video works.
    - *Access the training by desktop or laptop. Smartphones are not acceptable.*
    - *Be sure the background shown during the video conferencing is appropriate.*
- Have access to a private, quiet, well-lit workspace for training
    - *In the event that multiple people will be attending training in the same room it is recommended they follow CDC social distancing recommendations and make sure the camera shows all students clearly so the PEC Instructor can observe their actions.*
- Have reliable internet access. Satellite internet not recommended.
- Testing will be via digital test. Smartphones are acceptable for testing but not for class attendance.
    - Pre-register for eLearning at least one business day prior to class by clicking on www.veriforce.com,. Select "Login" at top right, and then create your login profile under "PEC LEARN" at bottom of page.

- ■ If you do not receive a confirmation email you should set up a free Gmail or Yahoo email account and use that email account to register as a student. Once student sign up has been completed you will return to the login screen and click "eLearning" on the left. Then during class when it's time to test you will copy and paste the course key provided by your Instructor into the "Enter Course Key" field and click "Add Course".
  - ■ Contact PEC's Help Desk for troubleshooting at (985) 629-5935 or help@pecsafety.com
- ● Must have access to a copy of the student workbook at time of training. (digital copy attached)
- ● Email a copy of your government-issued photo ID and a recent picture of yourself to your instructor prior to class using following guidelines:
  - ■ Your photo must be a clear image of ONLY you (not blurry, grainy, or fuzzy)
  - ■ Picture should be taken in front of a plain blue or white background in a well-lit area
  - ■ You should not wear dark glasses or anything on your head
  - ■ The photo must be a full face-and-shoulders shot, squarely facing the camera.