

InstallationMasters® Virtual Installer Training Class Procedures

In light of the recent COVID-19 outbreak, this interim virtual class training option is being extended to qualified, currently accredited InstallationMasters instructors. This training option is only available for a limited time and the expiration for virtual classes will be communicated as the national situation with COVID-19 continues to develop.

All requirements and training parameters outlined in this document must be met in order to qualify for this option.

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 8-10 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

InstallationMasters® Virtual Installer Training Class Guidance

PARTICIPATION REQUIREMENTS

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](#)

ONLINE EXAM PROCEDURE

- Administered via the ProctorU online service
- At least three days prior to the first day of the virtual class, candidates must contact ProctorU to:
 - Schedule the final exam (*must be completed within 1-2 days of the conclusion of the virtual class*)
 - Test the computer that will be used for the exam to make sure it meets all of the system requirements and use the **Connect with a Live Person** button for a complete evaluation
- 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
 - 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*****