

GI-BMP Zoom Class Policies and Procedures

Scheduling Classes

- Instructor should add the Zoom class to the GI-BMP website, same as in-person classes except that the following should be entered for location:
 - Location: leave blank
 - Address: “Via Zoom”
 - City: “Online Live Session”
 - County: enter county as usual
 - Zip Code: enter zip code as usual
- The cost entered online should be the total of the attendance fee (maximum \$10, including Eventbrite fees) and the testing fee (\$15) – for a maximum of \$25.
- Registration and payment for attending the class can be made through Eventbrite. Payment for the online test will be a separate payment made via the GI-BMP website after the class.
- Registration should be closed in Eventbrite 7 days prior to training and the registration list sent to the GI-BMP office (gi.bmp@ifas.ufl.edu)

Registering Classes for CEUs

- Add class on FDACS site, using same Program number/procedure as for in-person classes, but must include the Zoom link/access information in the Class Comments section.
 - Instructor will email CEU Record of Attendance to participants after training. Each form must have the student’s name pre-filled and the CEU provider’s signature.

Class Materials

- Students will not receive physical materials. A link to a resource web page will be provided in advance so they can download the GI-BMP manual, handouts, fertilizer worksheet and review worksheets. The page link is: <https://ffl.ifas.ufl.edu/gibmp-resources/online-class-participants.htm>

Communication to Students

- Before the class, the Instructor should send registered students an email with an overview of how the online class will work, including:
 - What they should do before class to get ready (set up Zoom, create a GI-BMP account, download class materials).
 - How they can take the certification test online to receive a training certificate (\$15 fee) and/or how they will receive CEUs after the class.
 - Link to the web page with detailed instructions and download links (the URL above).
- This overview information can also be included on the Eventbrite registration page.

- After the class, the Instructor will provide a testing code which will allow students who completed the training to take the certification test online.
 - This code will be provided to the instructor in advance by the GI-BMP office and will be unique for a specific class. The code will be valid for a period of one week following the class.
 - The code should be sent to students by email as well as provided at the end of class. Instructions for taking the test (pdf file) can be found on the resource web page (the URL above).

Resource Web Page - <https://ffl.ifas.ufl.edu/gibmp-resources/online-class-participants.htm>

This page provides download links and instructions for class participants:

- Basic instructions for joining a class given via Zoom webinar.
- Instructions to create an online GI-BMP account.
 - All students must create an account prior to the class; the online account profile substitutes for a paper Training Record form.
- Links to download the GI-BMP manual, presentation handouts, fertilizer worksheet and review worksheets.
- Instructions to take the test online, using the DVD Registration and test purchase functions. A testing code provided at the end of class will be required. This code will be used in place of a DVD serial number.
- Instructions to purchase pre-paid test coupons (allowing an employer to pay for employees' tests).

Class Paperwork

- When registration closes, the Instructor should email the registration list to the GI-BMP office. The office will monitor the creation of online accounts and send updates to the instructor three days and one day before class.
 - The online account profile substitutes for the paper Training Record form. Any participant who does not complete an online profile will be shown as not having completed the class. The CEU Record of Attendance should not be given until the online profile is confirmed.
- The class evaluation survey will be in Qualtrics. The office will provide a unique survey link for each class. The link should be given to the participants at the end of class and emailed along with the testing code and instructions.
- After the class, the Instructor should email the completed class transmittal form and attendance list to the GI-BMP office as soon as possible. The office will match the attendance list to the online profiles and tests to verify attendance and issue certificates.

Fees

- Instructor may charge up to \$10 for class attendance, including CEUs.
- There is a separate charge of \$15 to take the certification test online.

Testing

- The certification test must be completed within one week of training
 - If the first attempt is failed, a second attempt is allowed but must be completed within the one-week timeframe.
 - Those that fail twice will be allowed to purchase and take the online training one time for certification (i.e., the usual policy of requiring an in-person class if online training is failed does not apply).

Class Processing

- The class will be processed in a batch at the end of the one-week testing period, or when all tests have been completed.
- Certificates and failure letters will be emailed to students.