



Virtual Instructor Qualification Workshop (VIQW)

Attendance Policy and Recording Consent

Workshop Attendance Policy

The VIQW is a structured practicum, featuring sequential activities. Failure to complete each consecutive task reduces a participant's ability to successfully complete the capstone activity. Therefore, the VIQW has a mandatory attendance policy. To achieve the maximum value from the workshop, as well as to receive training credit in TMS, participants must attend the complete workshop, including all activities. Attendees who miss more than two hours of the workshop will not receive credit for the course in TMS.

Video Recording

Participants in the VIQW will be recorded conducting presentations.

- Recordings will be viewed and assessed by instructors and class participants during the VIQW.
- Each presentation will be recorded in Microsoft Lync.
 - Each participant's recording will be uploaded into the VBA Virtual Schoolhouse and downloaded by instructors and other class participants.
 - Upon conclusion of the VIQW, all recordings will be removed from the VBA Virtual Schoolhouse.

Acknowledgement and Consent

After reading this form, select the self-certification link within the TMS Online Content Structure screen. By answering "yes" on the self-certification screen, you acknowledge that:

- You have read and understand the workshop attendance policy and realize you will not receive credit for this course in TMS unless you participate in the entire workshop.
- You have read and understand the purpose of the VIQW recordings.
- You grant permission to being recorded for the purposes outlined in this form without expectation of payment or compensation.