

APEX CBRF Online Class Preparation Checklist

Prior to start of the class, the following must be accomplished. APEX is not responsible for unsuccessful course outcomes due to the following items not being completed prior to the class.

- The required course materials can be found in two locations:
 - By logging into the course using the email/username/password that was set up for the student contained in the confirmation email and clicking on “materials” on the course page
 - By the employer logging in using the credentials generated at checkout, clicking on the “group management” tab, and then clicking on the “required course materials” link.

- Ensure the student can log into the course and see the course page with their own login info. On the course page there is a “materials” section and an inactive (until 30 minutes prior to class start) zoom videoconference window. If there are any issues with accessing the course page, contact APEX right away.

- Check the function of the webcam, speakers, and microphone that will be used prior to the start of class.

- Fill out, sign (by employee **and** employer), and return the Student Info / Academic Integrity Form to APEX via email (info@apex-safety.com). We cannot submit the student into the CBRF registry without it.

- Print the course materials. The employee needs access to the student manual during the course and the exam, and will not be able to look at it on the computer that they are taking the course on (because they will need to keep the window open to the videoconference). If the student can access the student manual on a separate device (a second laptop or tablet), then the student manual does not need to be printed.

- Besides the participant guide, the employer is responsible for supplying the following items to each employee that is taking a course:
 - Fire Safety – a fire extinguisher (IT WILL NOT BE DISCHARGED!!)
 - First Aid – 4x4 dressing (1), roller gauze/kling (1), ace elastic bandage (1)
 - Standard Precautions – 2-3 pairs of appropriately-sized disposable medical gloves.

- Plan to access the course at least 15 minutes prior to the start of the course so if there are issues, we can troubleshoot them and get the course started on time. The link to the videoconference will be live 30 minutes prior to the start of the meeting.

Thank you for choosing APEX Safety & Compliance. If you have issues completing any of the tasks above related to our website or technology, please don't hesitate to reach out for assistance!