

CALBO VIRTUAL EDUCATION WEEK

December 14-17, 2020



What to expect from your Virtual Education Week experience

Welcome to CALBO's 2020 Virtual Education Week, our proactive approach to meeting your training needs in the midst of the COVID-19 pandemic. CALBO strives to be the leader in topical, progressive and innovative training and our Virtual Education Week will not disappoint. Here are some details to help you understand what to expect from your Virtual Education Week experience.



REGISTRATION

Registration is currently open and available. Please complete all course registrations at www.calbo.org. Due to the pandemic, registering through the CALBO website is the only available option for both in-person and virtual training. New online registrations and transfers from another Education Week will be accepted up until the deadline on Wednesday, December 9 at 5:00pm. Please note that this is a firm deadline – no exceptions can be made.



THE DAY PRIOR TO EACH COURSE

CALBO will email you a personal link that will work for you and only you the day prior to each course. The link will contain a log-in to your registered course, in addition to downloadable instructional materials. This link is unique you and may not be shared with others.



THE DAY OF EACH COURSE

Welcome to your Virtual Education Week. You may use your unique link to enter the course any time after 7:30am. The course will run from 8:00am – 3:30pm. You will be able to access audio and visual with your link.



BREAKS & LUNCH

CALBO's Virtual Education Week will include plenty of breaks to ensure your ability to leave your computer, stretch and regain focus. Two ten-minute breaks will be offered in the morning at 9:00am and 10:15am along with two ten-minute breaks in the afternoon at 1:15pm and 2:30pm. A full hour break will be given for lunch from 11:15am – 12:15pm. You do not need to logout of the course for lunch.

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VIRTUAL EXPERIENCE

CALBO has invested in production resources to ensure your experience at our Virtual Education Week is second to none. The course will be taught live by a skilled and knowledgeable subject matter expert in front of a live audience in Newport Beach. However; we have added an addition subject matter expert in the classroom to work with our virtual students in real time. Students may pose questions through the chat and conversation functions of the course and expect to receive a response in real time. This is not a canned experience.



CERTIFICATE OF COURSE COMPLETION

Shortly following the completion of the course, every registered student will receive a certificate of course completion electronically, which is also printable. For three hour courses, .3 CEUs will be granted. For six-hour courses, .6 CEUs will be granted. Students must be logged into and attend the course for the entire duration to receive credit. Please note, all CALBO courses are ICC Preferred Provider Program approved.



EVALUATIONS

A link to complete an online course and instructor evaluation will be emailed to you following each course to ensure that the CALBO Virtual Education Week has met your expectations.



TRANSFER FROM ANOTHER CALBO EDUCATION WEEK

We understand that registrations were accepted for in person events in San Ramon and Ontario. Given that CALBO's Virtual Education Week will feature all of the same courses, you are welcome to transfer your in person registration to this virtual experience. All transfers will be accepted up until the deadline on Wednesday, December 9 at 5:00pm.



MAY I ATTEND IN PERSON?

Yes! CALBO's Virtual Education Week option is a live broadcast of our Newport Beach Education Week. Should you prefer in person instruction, please register for the Newport Beach Education Week.

