

## Compliance Assurance Associates, Inc. ONLINE VISIBLE EMISSIONS EVALUATOR COURSE (LECTURE)

### YOU WILL NEED:

1. Speakers or headphones
2. Paper
3. Pen or pencil
4. Adobe Reader to view PDF files: <http://adobe.ly/VEOPDF> (click)
5. Microphone and camera are optional

We will announce scheduled bathroom breaks during the lecture.

### INSTRUCTIONS:

1. Once you have joined, sign in using you full first and last name – this must match the name in our online registration.
2. If you do not have a Microsoft account, join anonymously, then at the bottom right of the Q&A tab put in your first and last name – *you must use your full name to receive credit for the class.*
3. Download the VEO form from the link provided: <http://bit.ly/VEOForm> (click).
4. Download our digital manual: <http://bit.ly/digitalmanualversion1> (click).
5. In a **separate browser window** open the VEO Quiz located here: <http://bit.ly/VEO-Quiz> (click).

### GENERAL PROCEDURES:

- During the presentation, you can ask questions using the Q&A tab, or via microphone.
- This presentation will last roughly 2.5 hours.
- We will monitor student engagement through the Microsoft Teams engagement tracking system and via the Q&A portions of the presentation – students must participate to receive credit for the class.
- After the presentation, you will complete an online quiz located at the link provided.
- On the quiz page, you must use your full first and last name, and a complete email address to receive credit for the class.