**Requirements for Course Participation & Successful Completion of Course**

-You must have a Zoom account. Just having the Zoom App **does not mean** that you have an account.

-You must use the ZOOM desktop client or mobile app to complete this course. You will not be able to join using the web client.

-You must have a working knowledge of Zoom and how to use it. There is NO Technical Support during this class.  We are not responsible if you cannot get into the class.

-You must use the email address linked to your Zoom account to enroll in and log into this course.

-Invitations sent to your email for this course are for use by the registered student and may NOT be transferred.

-Valid PHOTO Learner Permits MUST be shown on camera during Zoom class for ID verification at the start of class.

**-Payment MUST be made either by PayPal or by phone before your scheduled course.**

**-  Completion Certificates** will be ready the next business day. They will be mailed by USPS to the address you provide on your registration form. You should receive it within 7-10 business days of the class.\*

OR

 you can make an appointment to pick it up at our office,.

\* Right Way Driving Center, Inc. is not responsible for lost certificates. If you do not provide us with the correct mailing address, including the apartment number (if applicable), you may not receive your completion certificate. There may be a $20 replacement fee for a new certificate if the correct mailing address was not provided on the registration form.

**TO SUCCESSFULLY COMPLETE THIS COURSE, YOU MUST:**

-You **must** log in on time, the class will be LOCKED 15 minutes after the start time.

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 -Have your **video camera on and be visible during the entire course** (aside from any breaks)

-You must be in a distraction-free environment (no cell phone use or other electronic device use during the live course)

-You must not be walking around outside or driving during the course

-You must not be a distraction to the live class

-If you are found sleeping, you will be removed from the class

**If any of the above requirements are not met**, you will be **removed** from the class and will not receive a certificate.  There will be **NO REFUNDS**.  You will have to retake the class in its entirety if removed from the class for any reason.

Your signature affirms you have**read** and **understood** the requirements for successful completion of this course and grants Right Way Driving Center, Inc. (permission to view/use identifying information for the sole purpose of verifying attendance and filling out completion certificates at the end of this course.)

Please check your confirmation email **VERY CAREFULLY**.

If you do not see the date of the class that you registered for in your confirmation email,

**YOU ARE NOT REGISTERED**.

Please complete the registration again.

The email confirmation from Jotform will be the only confirmation you will receive (unless you also pay by PayPal).

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