Welcome to the Horizon University (HU) virtual training experience!

Registration, Payment & Cancellations:

- How to verify registration:
  - Online registrations receive an immediate email confirmation of payment; please save this as your verification of registration

- How to register and pay:
  - Horizon accepts credit card payments through our secure online platform

- Can I bring payment on the day of the training?
  - No, at this time we require payment 3 days prior to the training event

- Changing your registration:
  - We would be happy to work with you in regard to changing your registration. Please contact HUTrainingSupport@horizon-health.org

Virtual Training Guidelines

We look forward to you joining us! Horizon uses the Zoom platform - if you have never used it before we recommend joining a Zoom test meeting to get familiarized with the system, and to test your internet connection and device ahead of time.

We want your learning experience to be positive as well as ensure we can fulfill your continuing education requirements (CEU’s). To accomplish both, please follow these steps:

- Enable your webcam and/or video when attending Zoom trainings (we recommend using Google Chrome or Firefox web browsers).
- Engage with your trainer and fellow trainees! You can do this a variety of ways!
  - Chatroom/Q&A function
  - Raise your hand – either literally or via the “raise hand” function
  - Ask questions and share your insights – this is how we learn best!
- Dress comfortably yet professionally.
- Ensure your workspace is adequate for training, including:
  - Remove any potential disruptions (ex: notify others you are in training, place a sign on your door, etc.)
  - Use a suitable virtual background,
  - Have headphones available, as appropriate, and
  - Just like with any training, be mindful of technology distractors such as phones, email notifications, etc.
- Prepare for your course ahead of time:
  - Determine your method for taking notes either by pen/paper, Word document, OneNote, etc.

Thank you so much for making your professional development experience a priority. If you have any additional training questions and/or support needs, please contact us by email at least two weeks prior to the training event.

Warmly,

HUTrainingSupport@horizon-health.org