

Race to Safety Training, LLC
P.O. Box 290464
Port Orange, FL 32129
386.846.0545



Instructions and Requirements for Virtual TTC Students

Hello!

You have enrolled in the Race to Safety Training (FDOT Provider # 165) _____ level Temporary Traffic Control Virtual Course. Course dates and times are: _____

Please read and review these requirements carefully. If you have any questions or concerns you must contact the Provider before the course. Contact info; Sherrie Garcia, sherrie@racetosafety.com or 386-846-0545.

- The course will be conducted via Zoom. You do not have to have a Zoom account or download anything in order to participate. There is a link and a Meeting ID in the body of this email. Please test it before the course and contact us if you have a problem.
- You must have a PC or Laptop that is available to you, without interruption, for the entirety of the course time. It must be equipped with a functional camera and microphone. You must have adequate charging equipment and access to maintain battery capacity if the machine is not plugged in. Computers can not be shared among students in a particular class.
- You must be able to access and use Google Forms and MS Excel. If you are not, please contact us to receive a link to a free download.
- You must have an email account and access to it on the PC or Laptop you will be using.
- You must have a cell phone on which you can be reached by the instructor or course staff should there be an issue.
- You must have your drivers' license or other government issued photo ID available at all times as you will be asked to show it at regular intervals.
- The camera on your PC or Laptop is to remain on at all times during the course.
- You must STRICTLY comply with course start, break, and lunch times. The instructor will announce the duration of breaks and you must be at your computer with camera on at the resumption of each course session.
- The course materials will be mailed to you prior to the course. You must have them present at all times during the course. They are yours to keep. A highlighter is recommended.

- The course exam is open book and you may use these provided materials only. NO other materials may be used in hard copy or accessed online. Cell phones must be turned off when the instructor announces the beginning of the exam. NO communication with any individual is permitted either in person or digitally during the exam.
- Failure to comply with all these requirements will result in removal from the course and invalidation of the exam if during the exam period. Fees will apply for rescheduling.
- **By** completing the Sign-In roster at the beginning of each course day, you acknowledge your receipt of and agreement to these requirements.