

## SELF-DIRECTED ONLINE TRAINING



### GUIDELINES

- ✓ All software users in the office will be required to complete each chapter and pass the tests with a minimum score of 80%.
- ✓ The customer will have 8 weeks to complete the training from the day they begin.
- ✓ An Implementation Specialist will monitor the customer's training progress, to help make certain the training is successful, and is completed by all users in a timely manner.
- ✓ In addition to the online training the customer will receive two days of onsite training. These two days will be predefined and very structured.
- ✓ Please note that one day of onsite training equals 6 hours of time spent onsite.
- ✓ Because of the level of training required to complete the onsite training in 2 days, we recommend that you close your office during this time.
- ✓ Software installation & conversion will be done remotely upon the completion of training.
- ✓ Full training prices will apply, if self-directed training cannot be completed.
- ✓ All training videos and materials will still be accessible after the software training and installation have been completed.

