



## How It Works ... Online Certification!

- ✓ A purchase order or pre-payment is required to begin the video certification process. Credit Cards are accepted. (Credit card payment is required for all locations outside the U.S. or Canada.)

Individuals being trained can use their credit card and purchase directly from the website.

Managers wanting to use a credit card for their employees, or managers with multiple folks to train can use a credit card ... or a purchase order. Either way, the manager must first make arrangements with: [Contact@MicroscopyUSA.com](mailto:Contact@MicroscopyUSA.com).

- ✓ The training manual will be sent immediately (3-5 Days) to the technician(s) being trained as soon as the payment is received, or a manager has scheduled the training. Please do not begin the video series until the training manual is in-hand. There is a 30-day window for completing the training that begins at the time of credit card purchase, or when scheduled by a manager. No refund is offered if an individual does not complete the certification requirements within the 30-day window.
- ✓ A special login and password are issued for each individual being trained.
- ✓ Each individual is given 24/7 video access on any Internet device. It is recommended that these training videos be viewed on a desktop monitor, as opposed to a cell phone or tablet.
- ✓ These lessons are educationally scaffolded ... meaning they build understanding progressively and are designed to be viewed in the order listed on the website.
- ✓ In order to maintain educational cohesion ... each individual will have a 30-day window to complete all the video lessons once payment is made, or when scheduled through a manager. This window will not be extended, so be careful to pace your viewing efforts. We recommend a strong effort of 4-6 hours of viewing and notetaking to begin the series. The entire series will involve approximately 14 hours of viewing, notetaking, and studying. It is very helpful, but not required, that individuals viewing these lessons have a working microscope available while viewing.
- ✓ All video lessons are password protected, encrypted, digitally traced, and documented for each user. (Upon subscribing, EU visitors will see an opt-in checkbox on account creation. This setting can be changed on the user's **Dashboard** anytime.)
- ✓ The training program covers standard clinical laboratory microscopes, but does **not** include surgical, stereomicroscopes, slit-lamp (ophthalmic), or research level microscopes.
- ✓ All lessons have Closed Captioning available for folks to whom English is a second language.

Continued ...

- ✓ At the end of the training, each individual being trained will be invited to participate in an *optional* 30-minute live video question and answer discussion with the instructor to address any specific questions that have arisen from the video series.
- ✓ At the end of the training, the manager / supervisor of the individual being trained will receive the score of an optional online timed quiz to bring extra accountability to the training program. **The questions are not designed to be difficult**, but will ensure that all the videos have been viewed, notes taken, and studied.
- ✓ A certificate of completion will then be mailed once it has been affirmed that all of the training videos have been viewed in their entirety. (Below is a sample copy of such a certificate.)
- ✓ Certificate holders then have the option of contacting the instructor (Email Only) for advice following the training, however, there is no stated or implied formal follow-up support connected to this microscope training program.
- ✓ *Optionally*, Microscopy USA offers a Microscope Servicing Tool Kit (TK-100 / \$440), which is ordered separately and in addition to the cost of the video training. Generally, only one Tool Kit is needed per location ... not per technician. Information about the Tool Kit is found at [MicroscopyUSA.com](http://MicroscopyUSA.com).

Let us help answer any additional questions you have about this training program; please email us at: [Contact@MicroscopyUSA.com](mailto:Contact@MicroscopyUSA.com).

