

2020 TAPA Standards Training

The following information will provide guidance, suggestions, and best practices for your upcoming TAPA Standards Training.

It is important that you review and understand this information prior to the training so we can assist you with any issues you experience or anticipate.

Please test the software and technologies that are noted in the subsequent pages.



Email Communications

You will **two separate emails** with join and invitation links you'll need to participate in the trainings. This web-based training will take place **using GoToWebinar** and **Mindflash**.

Your course trainers will be conducting the training and communicating with you via GoToWebinar. Therefore, you'll be receiving an email that will include your **“Join Webinar” web link**.

The actual training slides, course material, and exam will be conducted on **Mindflash**. This is a web-based learning management software. You will receive a **second link via email** that is a **“course invitation”** link. This is unique to you so please do not share it with anyone else.



Standards & Documents

Prior to the course, you will need to print or have a digital copy of the the following:

- The TAPA Standards for which you registered.
- The Audit Form for your Standards
- FSR Certification Framework (for FSR Training)
- TSR Locking Systems Guidance Document (for TSR Training)
- Master Glossary for the FSR and/or TSR Standards

You will find it helpful to take notes on these documents during the training to assist you in future use.

You can find a link to these documents at
<https://www.tapaonline.org/2020-standards-update>



Technology

During the course, the trainer will appear via GoToWebinar and walk you through the material on Mindflash. You will need to have both programs open at the same time. We recommend that you use one of the following:

- Firefox
- Chrome
- Microsoft Edge
- Safari

Do not use Explorer as the software we're using will not be fully functional in Explorer.

Screen 1:
Webinar
To View Trainers

Screen 2:
LMS-Mindflash
To follow along with
training materials,
take quizzes, &
exam.



Training Agenda

The courses will begin each day promptly at 11:00 AM EDT and end at 6:00 PM EDT. We will open the GoToWebinar platform early if you want to be sure your technology is working correctly.

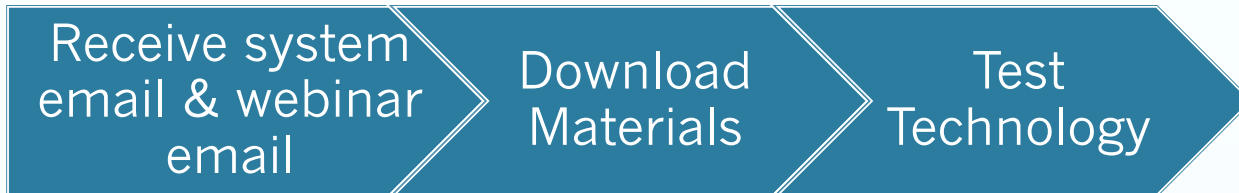
While we will have some short breaks throughout the trainings. **You must be prepared to dedicate your time to the training through the duration.** This is an intense course and requires your full attention.

In order to receive a certificate of completion for the course, you will take an exam at the end of the training that is pass or fail.



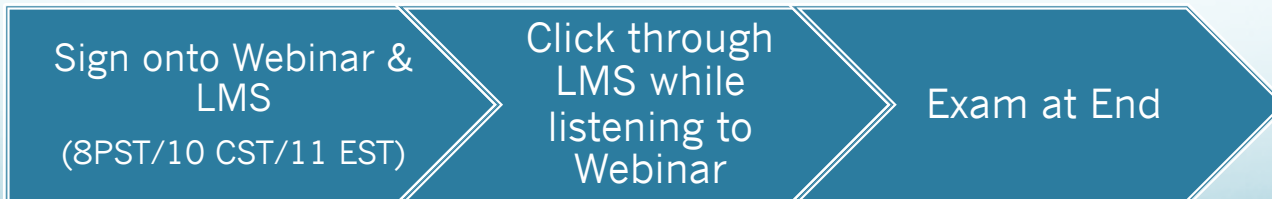
Summary: Step by Step

Prior to Training



Note: There is no need to click through all the training material prior to the actual training. Testing the technology should be sufficient.

Day(s) of Training



Contact Information

If you have any questions regarding the training, technology, or need to cancel your registration, please contact Cindy Rosen, Executive Director, at crosen@tapaonline.org or (561) 617-0096.

