



ISTC  
CLASSROOM PROCEDURES

- I. **Gather Class Materials**
  - A. Media Materials (VCR, DVD, etc)
  - B. Note taking paper and pencils.
  - C. Basic Orientation Plus™ Manual
  
- II. **Report To Class**
  - A. Training Technician shall arrive no later than 30 minutes prior to class time.
  - B. Turn on equipment and verify that all is working properly.
  
- III. **Verification Process.**
  - A. Verifying student eligibility for class
    1. Verify Routing Slip
      - a. If Name Is Correct (match to current approved photo ID document)
      - b. If Basic Orientation Plus™ class is listed
      - c. If not scheduled for BOP class – direct student to CBT Lab or back to customer service for assistance.
      - d. Verify identity by using current approved photo identification document and pic-viewer where available.
  - B. Prior to Starting Class

Check to see if Customer Service is still checking in (customer service will give go ahead for class to start when all students have been properly checked in)
  - C. I.D. 100% Of Your Class prior to starting class and before testing (see Testing Procedures for further details)
  
- IV. Training Technicians shall **NOT** leave the classroom or CBT testing environment un-attended at any time.
  
- V. If a Training Technician leaves the classroom during a break, all training materials (program DVD, CD or other media and manuals) shall be locked in the filing cabinet located in the classroom or in a provided locked instructor room.
  
- VI. After testing is complete, Training Technicians shall return to the classroom, turn off equipment and leave the classroom neat and orderly for the next class.