

Virtual Training Checklist (Rev. 9/30/20)

*The NJSP/PDU does NOT mandate a specific application to provide this service at this time. However, the application/platform MUST allow unannounced access by NJSP-PDU personnel to conduct “virtual” compliance inspections. The name of the application being utilized and access identification code MUST be provided to PDU personnel via the SORA Class Registry in the Instructor Comments field.

*MUST indicate “VIRTUAL TRAINING” in Classroom Location.

*Instructor’s MUST send and “INVITE” to PDU personnel via email pdu@njsp.org Subject Line: VIRTUAL TRAINING CLASS #_____.

*Instructor’s MUST require each respective student to provide a valid government photo identification and a SORA Temp/Application number before initiating the “virtual/online” training process. Student’s will be required to submit a digital photo to their Instructor who will then properly crop and size it for final training result upload.

*Please be advised ALL Regulatory Compliance, Rules and Regulations set forth in the SORA Act MUST be adhered to and will be enforced. Student files MUST be kept (up to 5 years).

*Instructor assigned to class MUST be “Logged In” and present during class assigned instruction.