



Luzerne County Department of Probation Services

Adult Probation & Parole: DUI PROGRAM

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AHSS: REMOTE CLASS INFORMATION

In order to participate you MUST have the following:

- ✓ **Reliable Internet access.**
You will be running video during the class. To prevent choppy video and audio feed, you may need to limit the number of other devices connected to the network/Wi-Fi at your location.
- ✓ **Computer** (laptop or desktop) *or* a **mobile device** (smart phone or tablet)
- ✓ **If using a mobile device, you will need the FREE app: Microsoft Teams installed on your device.** Prior to your first session, you must download and test the app. *This app is not required for classes via laptop or desktop computer.*
- ✓ **Video capability** built into your computer or mobile device, or via a connected web camera.
- ✓ **Microphone capability** built into your computer or mobile device, or via a connected device.

How does it work?

If you meet these requirements and are enrolled in Remote AHSS classes, you will receive an email with the link for each session.

- *If you are using a computer*, you will click the link within your email to join the Microsoft Teams Meeting. You will be directed to a log-in page where you will sign in with your full, legal name. Once you have logged in, you will wait until the instructor approves your entry into the meeting.
- *If you are using a mobile device*, the link in your email will open the Microsoft Teams app that you previously downloaded and you will be redirected to a login page. Once you have logged in, you will wait until the instructor approves your entry into the meeting.

Keep in mind:

- While in class, you must keep your camera on the entire time. Audio will be muted at the direction of the instructor.
- Attendance will be taken at the beginning of the session, midway through the session, and again at the end to ensure individuals are present for the entire session. Participants who leave the session early will not get credit for that session.
- Participation during class is required. Being present means that you are visible via your camera and on the screen and that you engage in conversations. It is not acceptable to point your camera towards the ceiling, watch TV, talk on your phone, cook meals, do yard work, or conduct any other activities during your remote session.

Payment:

AHSS is \$250.00. *There is a fee of \$50.00 for all schedule changes and for all missed sessions.*

- If enrolled in evening or Saturday sessions, payments are accepted towards the full cost by CREDIT CARD or MONEY ORDER to "LCPS – AHSS". **PERSONAL CHECKS ARE NOT ACCEPTED.** *Credit card payments are subject to an additional fee of \$2.75 per transaction.*
- To be enrolled in a 2-Day Accelerated Session, payment must be made in full prior to the start of the session.

You have successfully completed AHSS when:

- You are PAID IN FULL
- You have signed and returned the following documents (provided to you while in session): class rules, 1543(b) suspension notice, pre-test answer key, post-test answer key, satisfaction survey