

Attachment iii – Virtual Training Approval Checklist

Region:			
Zone:			
Corps/Sqn:		Corps/Sqn Location:	
Corps/Sqn CO:		J3 Zone Trg O:	
Questions:	Yes	No	Details:
Does the corps / sqn have a platform to conduct virtual training? If yes, what platform?			
Is there a cost associated with the platform? If yes, detail amount per month.			
What is the maximum number of participants allowed on the platform? Is this adequate for the corps/sqn?			
Does the corps/sqn have a plan to address accessibility issues for cadets that may not have devices or internet access?			
Does the corps/sqn have a plan for taking attendance via a sign in sheet for all cadets and adults and to input the data in Fortress during a training activity?			
Does the corps/sqn have a plan on how will each class/activity be supervised?			
Have security measures been taken to minimize risk (password protected, permission required to enter, frequently changing passwords, etc.)?			
Notes:			
Approval:	Name:	Signature:	Date:
Corps/Sqn CO Recommendation (Optional Trg) (Through ZTO)			
Area OIC Approval (Mandatory/Complementary Trg)			