

CERTIFIED VIRTUAL TRAINER (CVT) ASSESSMENT CRITERIA



THE 30-40 MINUTE ASSESSMENT WILL COVER THE FOLLOWING REQUIREMENTS:

1. Zoom features

You will be asked to demonstrate 2 or 3 of the following internal Zoom features:

- ✦ poll
- ✦ breakout room
- ✦ reactions
- ✦ virtual background + filters
- ✦ screen sharing + slides
- ✦ annotate
- ✦ name changes
- ✦ chat function + direct message
- ✦ sending files

NB/ You will need to ensure your settings enable maximum engagement + security for your training (watch video <https://vimeo.com/575216289> + check your settings are similar to mine).

e.g., meeting passcode/ waiting rooms/ private chat/ file sharing/ co-host/ polls/ annotation/ whiteboard/ meeting reactions/ rejoining/ renaming/ breakout room assignment/ virtual backgrounds.

2. Tech troubleshooting

You will be asked how you would assist a participant if either:

- ✦ their camera is not working
- ✦ sound is not working

3. External app

You will be asked to demonstrate an external app:

- ✦ mentimeter
- ✦ google jamboard
- ✦ zoom DJ
- ✦ wonder
- ✦ wheel of names
- ✦ aha slides

- ✦ any other app you choose to demonstrate

4. Tech + room setup

You will be assessed on:

- ✦ sound clarity
- ✦ camera clarity
- ✦ lighting
- ✦ background
- ✦ internet speed

5. Virtual training outline

You will be asked to provide a 15-minute section of your virtual training outline to be assessed for the level of engagement/ flow/ variety.

6. Virtual facilitation skills

You will be asked to demonstrate a 5-minute section of your **virtual training outline** to assess your facilitation skills. Some of the criteria include:

- ✦ clarity of content and links to learning outcomes
- ✦ transition between activities
- ✦ use of internal/ external features or apps
- ✦ engagement techniques (e.g., questions, stories, etc)