



# Klose Training *Online*

## **WELCOME TO KLOSE TRAINING ONLINE**

**Your Complete Guide to Online Lymphedema Certification  
Zoom Meeting Rules and Etiquette**

Revised: November 2020

## Table of Contents

### Welcome to Klose Training's Online Lymphedema Certification

Course Description	1
Structure and Topics	1
Objectives	2
Material & Resources	3
Prerequisites	3
Access and Schedule	4
Registration and Tuition	4
Student Agreement	4
Certificate of Completion/Continuing Education Units (CEUs)	4
LANA Certification Exam	4
FAQs	5
Is this Lymphedema Therapy Online Certification a good match for you?	6

### 10-week Detailed Lesson Plan

Step 1: Pre-course Online Module	7
Step 2: Instructor-led Zoom Sessions, Self-directed MLD and Bandaging Practice, and Progress Checks	7
Online Course Time Commitment at a Glance	12

### Zoom Meeting Rules and Etiquette

System Requirements and Must Haves	13
Minimum Upload and Download Speed	13
Wi-Fi Connection	13
Testing Your Zoom Connection	13
Your Zoom Lesson Environment	13
During your Zoom Meeting	14
Other Equipment	14
Setting Up Practice Area for Taking MLD and Bandaging Videos	14
MLD Examples	14
Bandaging Examples	15
Submitting Videos	15
Additional Zoom Setting and Tips	16

Klose Training  
307 South Public Road  
Lafayette, Colorado 80026  
303-245-0333  
klosetraining.com  
adminkt@klosetraining.com

## Welcome to Klose Training's Online Lymphedema Certification

Klose Training is proud to offer an innovative and comprehensive 125-hour Lymphedema Therapy Certification course **completely online**. The following will provide information about the course outline and student responsibilities. **Please read it entirely and carefully to find out if this is the right course for you!**

### Course Description

This course teaches participants the theory and skills necessary to safely and effectively treat patients with lymphedema using Complete Decongestive Therapy (CDT). Participants will learn Manual Lymph Drainage (MLD), compression bandaging, skin care, and patient-appropriate exercises. Upon successful conclusion of the course, participants will be certified in Lymphedema Therapy (CLT) and have the competence and confidence to immediately start effectively treating patients with primary and secondary lymphedema and related conditions.



The course begins with a 45-hour Online Study Module that can be completed at your own pace anywhere you have access to the internet. The remaining 80 hours of curriculum is completed in a 10-week track through live, instructor-led Zoom sessions, pre-recorded online content and carefully crafted homework assignments to develop and hone your MLD and bandaging skills. We included a number of progress checks along the way to ensure quality and rigor. This course was successfully beta tested with several therapists from various backgrounds in rehabilitation therapy. **It is effective, convenient and cost-saving.** It consists of the same comprehensive curriculum as our live classes.



**Educational Level:** Intermediate/Advanced

**Instructional Method:** Online/Distance Learning

**AOTA Classifications:** Occupational Therapy Process- Evaluation, Intervention, and Outcomes

### Structure and Topics

#### Step 1: Pre-course Study Module

Prior to the start of the Instructor-led portion of the course, you will complete a 45-hr Online Study Module that introduces you to lymphedema and the techniques used to treat it. The lessons ensure that every student has a thorough understanding of the anatomy and physiology of the lymphatic system prior to starting the instructor-led Zoom sessions. The Module is composed of dynamic video lectures and demonstrations. Included is a lecture by Dr. Kathleen Francis, one of the few physicians in the U.S. specializing in lymphedema. An accompanying course manual reinforces the video presentations.

Topics covered by the Pre-course Study Module include:

- Anatomy, physiology and pathophysiology of the lymphatic system.
- Diagnosis and differential diagnosis of lymphedema (by Kathleen Francis, MD)
- Introduction to Manual Lymph Drainage (MLD)
- Introduction to lymphedema bandaging and compression therapy

- Indications and contraindications of MLD and CDT
- Exercises for patients with lymphedema
- Skin care for patients with lymphedema
- Patient evaluation and weekly measuring (circumference and volume)

**Instructional Methods:** Self-paced online video lectures plus reading material

**Testing Methods:** Online quizzes (multiple choice)

## **Step 2: Instructor-led Zoom Sessions and Self-directed MLD and Bandaging Practice**

After completing the 45-hr online Pre-course Study Module, you'll be prepared for the instructor-led, live Zoom sessions and the self-directed, skill-building homework assignments in between. Topics include:

- Basic and advanced techniques and sequences of MLD
- Treatment of primary and secondary extremity lymphedema
- Treatment of head and neck, genital, and pediatric lymphedema
- Short-stretch bandaging techniques and compression therapy for lymphedema of the upper and lower extremities, genitals, head & neck, and trunk
- Measuring and fitting techniques for lymphedema support garments
- At-home maintenance and self-treatment for lymphedema

**Instructional Methods:** Instructor-led Zoom lectures, case studies, video and live demonstrations, self-directed hands-on skills lab

**Testing Methods:** Final exam, case study presentation, evaluation of manual techniques through video submissions

## **Objectives**

Each participant will be trained in the four components of Complete Decongestive Therapy. Upon completion of the class, the therapist will be able to:

- Identify the components of the lymphatic system and understand its function
- Identify various medical conditions that can lead to the development of edema and lymphedema
- Differentiate between a variety of peripheral edemas and identify necessary treatment strategies for each condition
- Identify the application, medical indications, and contraindications for Manual Lymph Drainage (MLD) and Complete Decongestive Therapy (CDT)
- Identify various compression therapy application strategies for patients with lymphedema and chronic venous insufficiency
- Attest to the importance of skin care and hygiene for patients with lymphedema
- Attest to the importance of a proper exercise protocols for individuals at risk for and with lymphedema
- Identify risk-reduction practices for patients at risk for lymphedema
- Distinguish between a variety of measurement techniques used in the evaluation of edema/lymphedema and custom-made compression garments
- Identify the most effective lymphedema treatment protocols based on current evidence
- Establish CDT treatment plans for individuals with primary and secondary lymphedema
- Effectively perform MLD sequences for patients with primary and secondary lymphedema and post-traumatic and post-surgical edema

- Competently apply short-stretch compression bandaging systems for patients with upper and lower extremity lymphedema

## Material & Resources

The following items are included in your tuition.

- Course Manual printed in full color and organized in 16 sections
- Lymphedema bandaging materials for upper and lower extremities
- Lymphatic system posters
- Lymphedema Life Impact Scale (LLIS)
- Jobst Elvarex compression garment measuring and supporting materials
- Product samples, brochures, and catalogs from many companies that support patients with lymphedema
- Free listing on the Klose Training online [Therapist Directory](#) (Great for referrals!)
- One full year of access to the lectures, videos, and quizzes of our online initial Study Module after your course
- Exclusive, lifetime access to relevant research articles, 75+ instructional videos, customizable treatment forms, and other helpful resources on Klose Training's Graduates' Page

## Prerequisites

- This course is offered to all Physical Therapists, Occupational Therapists, Physical Therapist Assistants, Occupational Therapist Assistants, Massage Therapists\*, Nurses, Athletic Trainers Certified, Nurse Practitioners, Medical Doctors, Doctors of Osteopathic Medicine, and Doctors of Chiropractic.  
\*Massage Therapists are requested to call the Klose Training office for additional details.
- Participant must have Zoom capability through a laptop, PC (with external camera, microphone and speakers), or standard size iPad.
- Participant must be willing to login with video throughout the live meeting, and consent to the recording of the Zoom sessions for future reference.
- Participant must have the ability to record a video, i.e. on a smart phone (see page 14 "Other Equipment"). An inexpensive tripod can be purchased at: [Amazon](#), [Walmart](#), or [Home Essentials](#).
- To guarantee the best possible learning experience for all participants, the participant is committed to avoiding distractions during the meeting.
- Full attendance of all prescheduled Zoom sessions is required.
- Participant must have a massage table available throughout the online training. An inexpensive massage table may be purchased at: [Costco](#), [Amazon](#), or [Walmart](#).
- Participants must have a volunteer person available for practicing MLD and bandaging techniques as needed. This part of the training is self-directed (the volunteer does not have to be available during the Zoom sessions) **Note:** Please don't *assume* that your relative or friend is available for you to practice your hands-on skills. Please ask them and discuss the time commitment with your volunteer person *before* you register!
- Self-directed homework and practice of MLD and bandaging techniques is expected between Zoom sessions.

**Take the quiz on page 6 of this PDF to find out if this course is for you!**

## Access and Schedule

Upon registration and payment of the course fee, we'll ship your pre-course study materials and instructions. Shortly before your live Zoom sessions start, we'll ship a second box containing compression bandages and additional course supplies. Courses are scheduled throughout the year, to find the next starting date of a 10-week course, please visit our website at <https://klosetraining.com/> or call our office at 303-245-0333.

## Registration and Tuition

The total tuition for the online course is \$3,100. Register online at <https://www.klosetrainingstore.com/>, by [mail](#), or by phone at 303-245-0333.

## Student Agreement

The Klose Training Student [Agreement and Addendum](#) needs to be acknowledged, initialed, and signed upon registration.

## Progress Checks and Final Exam

To successfully complete this course, the student must pass a multiple-choice exam with a score of 75% or better, devise an appropriate treatment plan in response to a case study presented to the student, and demonstrate competency in manual lymph drainage (MLD) and compression bandaging\* for patients with lymphedema.

\*Periodically, videos of MLD and bandaging skills must be submitted to receive feedback from the instructor, this must be discussed in advance with your volunteer subject.

## Certificate of Completion/Continuing Education Units (CEUs):

The student will then earn the credential CLT (Certified Lymphedema Therapist) and receive a Certificate of Completion at the conclusion of the class. This course totals 125 contact hours and has been approved for CEUs for Physical, Occupational, and Massage Therapists. For details, visit our website at <https://klosetraining.com/course/ceu-approvals/>.

## Lymphology Association of North America (LANA) Certification Exam:

Our online-only courses do not qualify graduates to sit for the LANA exam. For details about eligibility, visit [clt-lana.org](http://clt-lana.org). LANA regrets that they are currently unable to offer flexibility but promise to explore, though not guarantee, the possibility of offering retroactive qualification to those therapists who are trained in less traditional formats during the current pandemic. A final determination is not expected until early 2021.

## FAQs

**Q: Is there a difference in course content, between the traditional and the online course formats?**

A: No; the new online course format covers everything that is covered in the traditional format.

**Q: What are the advantages of this new online-only educational format?**

A: There are several advantages:

- The new online course format saves time and money.
- The new online course format reduces, and even eliminates, the person-to-person contact during the current COVID-19 pandemic.
- Online pre-recorded video lessons can be reviewed as many times as needed until the material is internalized by the student.
- Practice quizzes throughout the online module allow the student to assess their knowledge at their own pace and convenience, in a stress-free environment.
- All online content can be accessed and reviewed for one full year after completing the course.
- Questions about lecture content can be directed to a Klose Training Instructor at any time throughout the study process.

**Q: Are there any disadvantages to engaging in this online-only course format?**

A: No. However, the following challenges need to be recognized and accepted by students enrolling in this online-only lymphedema training:

- Students registering in the online-only Certification course must be motivated! It takes dedication and discipline to successfully work through the self-directed learning and practice time required.
- Students must have stable, high-speed internet, an appropriate device with camera and microphone to connect by Zoom, and a massage table and available volunteer person to practice MLD and bandaging techniques throughout the 10 weeks of the course.
- The online-only course currently does not make the student eligible to sit for the LANA exam (see below).

**Q: Why is the new online format shorter than the traditional 135 hour format?**

A: Lectures and vendor in-services take less time when provided in a video-based format.

**Q: What are my options if I decide to participate in the online-only lymphedema certification, but want to improve my skills later on in a classroom setting?**

A: Klose Training will schedule several 3-day skill-building courses throughout next year (2021) for students who have completed the online-only lymphedema certification training.

**Q: Are the new course options approved by the Lymphology Association of North America (LANA)?**

A: Our online-only courses do not qualify graduates to sit for the LANA exam. For details about eligibility, visit [clt-lana.org](http://clt-lana.org). LANA regrets that they are currently unable to offer flexibility but promise to explore, though not guarantee, the possibility of offering retroactive qualification to those therapists who are trained in less traditional formats during the current pandemic. A final determination is not expected until early 2021.

**Q: Am I able to practice lymphedema therapy without LANA certification?**

A: Yes; LANA certification is neither a requirement for practicing lymphedema therapy nor a guarantee of the quality of a therapist's work. The LANA exam can only test factual knowledge. Effective therapy depends principally on the integrity and skills of the individual therapist and the support of her healthcare facility to ensure that treatment is provided at sufficient frequency to ensure efficacy.

## Is this Lymphedema Therapy Online Certification a good match for you?

Learning from the safety and comfort of home is appealing, especially during these unprecedented times. That being said, we want to set you up for success and we have found some challenges to learning remotely. Please take time to ask yourself each of the questions below and answer honestly. If you answer “yes” to each question, what are you waiting for? Register now! If you answer “no” to any of these questions, but you are still strongly interested, please contact us at [info@klosetraining.com](mailto:info@klosetraining.com) or call 303-245-0333 for assistance.

- |  |     |    |
|--|-----|----|
| 1. Do you have the necessary Internet/Zoom capability as outlined above?   | Yes | No |
| 2. Do you have a suitable space with adequate lighting for the Zoom meetings?  | Yes | No |
| 3. Are you able to participate in the required Zoom meetings without the distraction of phone calls, texting, providing child and/or pet care, or other chores?  | Yes | No |
| 4. <b>Did you discuss the practice time requirement (~3-3.5 hrs./week = ~32 hours total) with your volunteer person?</b>   | Yes | No |
| 5. <b>Did you discuss the necessary video recording with your volunteer person?</b>  | Yes | No |
| 6. Do you have the necessary time available for the instructor-led Zoom sessions (3hrs./week), to complete lecture homework and practice your MLD and bandaging skills (5.5 hrs./week - ~55 hours total for the entire course. | Yes | No |
| 7. Are you a self-motivated, self-directed learner who is able to complete assignments on time?  | Yes | No |
| 8. Do you have access to the necessary equipment, i.e. massage table, smart phone and tripod for video recording (see pre-requisites on page 3)?   | Yes | No |

## 10-week Detailed Lesson Plan

### Objectives, Self-directed Homework and Progress Checks

#### Step 1: Pre-course Online Module

##### L1 Home Study (HS) module/Introduction to Phase 2-plus

**Objectives;** Upon completion of this module, participant will be able to:

- Identify the components of the lymphatic system and its function
- Identify various medical conditions that can lead to the development of edema and lymphedema
- Differentiate between a variety of peripheral edemas and identify necessary treatment strategies for each condition
- Identify the application, medical indications, and contraindications for Manual Lymph Drainage (MLD) and Complete Decongestive Therapy (CDT)
- Attest to the importance of skin care and hygiene for patients with lymphedema
- Attest to the importance of a proper exercise protocols for individuals at risk for and with lymphedema
- Distinguish between a variety of measurement techniques used in the evaluation of edema/lymphedema and custom-made compression garments

**Projected time to complete this module: ~45 hours (self-directed)  
HS module (L1) must be completed before moving on to L2 (Step 2)**

#### Step 2: Instructor-led Zoom Sessions, Self-directed MLD and Bandaging Practice, and Progress Checks

##### Week 1

##### Z1 Zoom session #1 (3 hours with instructor coaching)

- a. Introductions/Orientation
- b. Q&A from HS module
- c. Introduction to MLD, incl. a review of indications and contraindications
- d. MLD techniques (worksheet pages 1-4)
- e. Finger bandaging

##### L2 Lecture homework: CDT 1 (self-directed, ~3 hours)

- a. Prospective surveillance
- b. UE frequent findings

##### MLD and Bandaging Practice (self-directed, ~3 hours)

**Objectives;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Identify the application, medical indications/contraindications for MLD and bandaging

- Understand the basic techniques of MLD, and the treatment sequences used for the anterior and posterior truncal MLD treatment for patients with unilateral UE lymphedema
- Perform a lymphedema bandage for the fingers
- Identify risk-reduction practices for patients at risk for lymphedema
- Identify the components of a prospective surveillance program for patients at risk for lymphedema
- Identify frequent medical conditions (findings) in patients with UE breast cancer related lymphedema (BCRL)
- Identify various radiation treatment related tissue conditions, and how to integrate these into a safe and effective treatment plan for each patient

**Projected time to complete all tasks in week 1: ~9 hours**

**L2 and L3 must be completed before moving on to L4**

## Week 2

### **Z2 Zoom Session #2** (3 hours with instructor coaching)

- Lecture: MLD, Modern MLD or No MLD?, ICG guided MLD
- MLD techniques (work sheet pages 1-6)
- UE bandaging with Rosidal soft

### **L3 Lecture homework: Resource Directory** (self-directed, ~2 hours)

- Graduate page, LLIS, Compression garment options and lymphedema organizations
- Garment measuring (review HS lecture notes)

### **MLD and Bandaging Practice** (self-directed, ~3 hours)

**Objectives of L4 and L5;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Complete the MLD treatment sequences used for treating patients with unilateral UE lymphedema
- Understand the principles and application of a lymphedema bandage of the UE
- Apply a UE bandage with Rosidal soft padding, and perform a self-assessment
- Identify Various compression therapy options for patients with lymphedema
- Identify Various options for obtaining compression bandages and garments
- Identify Three domains of the LLIS and the score for minimal clinical difference (MCD) necessary to demonstrate patient improvement
- Identify compression garment styles and classes for a variety of patients with lymphedema and lipedema

**PC 1 First progress check:** Students must submit a video of MLD short neck and abdominal sequences.

**Objective:** Participants will be able to demonstrate proficiency in basic MLD strokes and sequence for short neck and abdomen (~1 hour)

**Projected time to complete all tasks (incl. PC1) in week 2: ~9 hours**

**L4, L5 and PC1 must be completed before moving on to L6**

## Week 3

### Z3 Zoom session #3 (3 hours with instructor coaching)

- a. MLD UE, review of sequence and techniques (worksheet pgs. 1-6)
- b. UE bandaging with gray foam padding and compression therapy inserts
- c. Review of lymphedema daytime and nighttime compression options
- d. Assignment of UE case study

### MLD and Bandaging Practice (self-directed, ~5 hours)

**Objectives;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Demonstrate proficiency of the MLD treatment sequences used for treating patients with unilateral UE lymphedema
- Understand the rationale and application of a lymphedema bandage of the UE with gray foam with or without compression inserts
- Establish a treatment protocol for patients with UE lymphedema

**Projected time to complete all tasks in week 3: 8 hours.**

**L6 must be completed before moving on to L7**

## Week 4

### Z4 Zoom session #4 (3 hours with instructor coaching)

- a. Review of UE case study
- b. Review of UE bandaging with gray foam, dorsal pad
- c. Self-bandaging UE

### MLD and Bandaging Practice (self-directed, ~3 hours)

**Objectives;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Gain an understanding of the MLD treatment sequence for patients with LE lymphedema, to be able to replicate it as part of their self-directed practice time

**PC2 Second progress check:** Students must submit a video of MLD sequence for UE lymphedema, and a completed UE bandage with self-assessment (~2.5 hours)

**Objective:** Participants will be able to demonstrate proficiency in basic MLD strokes and sequence for treating patients with secondary UE lymphedema. Apply a lymphedema bandage for patients with lymphedema of the UE, and perform a self-assessment of the completed bandage.

**Projected time to complete all tasks (incl. PC2) in week 4: ~8.5 hours**

**L7 and PC2 must be completed before moving on to L8**

## Week 5 (no Zoom session in week 5)

### L4 Lecture homework: CDT 2 (self-directed, ~8.5 hours)

- a. LE frequent findings
- b. Vascular conditions
- c. Genital Lymphedema
- d. Lipedema
- e. Obesity induced lymphedema
- f. Keto lecture
- g. Stephanie's story
- h. Pediatric lecture

### MLD and Bandaging Practice (self-directed, ~2.5 hours)

**Objectives;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Identify various medical conditions (frequent findings) in the treatment of patients with LE lymphedema
- Distinguish between arterial, venous and lymphatic insufficiencies, and combination forms thereof
- Identify considerations for the treatment of genital lymphedema
- Identify the clinical characteristics of lipedema
- Distinguish between lymphedema, lipedema, general obesity and combination forms
- Identify the importance of weight reduction in obese and morbidly obese patients with lymphedema.
- Identify the rationale of the ketogenic way of eating
- Identify clinical considerations when treating children with primary lymphedema

**Projected time to complete all tasks in week 4: ~11 hours**

**L8 must be completed before moving on to L9**

## Week 6

### Z5 Zoom session #5 (3 hours with instructor coaching)

- a. Intro to LE MLD and coaching through worksheet pages 9-10
- b. Intro to LE bandaging with Rosidal-soft and Comprifoam

### MLD and Bandaging Practice (self-directed, ~5 hours)

**Objectives;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Gain an understanding of the MLD treatment sequence for patients with LE lymphedema, to be able to replicate it as part of their self-directed practice

**Projected time to complete all tasks in week 6: ~8 hours**

**L9 must be completed before moving on to L10**

## Week 7

### Z6 Zoom session #6 (3 hours with instructor coaching)

- a. Intro to LE MLD and coaching through worksheet pages 9-10
- b. MLD review & lecture, fibrous tissue and edema techniques
- c. LE bandaging with gray foam
- d. Assignment of LE lymphedema case studies

### L5 Lecture homework: Effective CDT (self-directed, ~2.5 hours)

- c. Lymphedema Program Grows through Standardization
- d. Talking Compression with Your Patient
- e. Vendor in-services (Jobst, L&R, Wear Ease, Impedimed, Flexitouch)

### MLD and Bandaging Practice (self-directed, ~2.5 hours)

**PC3 Third progress check:** Students must submit a video of MLD sequence for trunk clearance for LE lymphedema, and a complete LE bandage to the knee with self-assessment (~2 hours)

**Objective:** Participants will be able to demonstrate proficiency in basic MLD strokes and sequence for treating patients with secondary LE lymphedema. Apply a lymphedema bandage for patients with lymphedema of the UE, and perform a self-assessment of the completed bandage.

**Objectives;** Upon completion of this module and the self-directed MLD/bandaging practice, participant will be able to:

- Demonstrate proficiency of the MLD treatment sequence for patients with LE lymphedema
- Demonstrate knowledge of the principles and application of a lymphedema bandage for patients with LE lymphedema, and patients with CVI
- Attest to the importance of a proper CDT protocol for patients with various types of lymphedema
- Understand the benefit of flat-knit vs. circular knit compression garments in the treatment of lymphedema.

**Projected time to complete all tasks in week 7: ~10 hours**  
**L10, L11 and PC3 must be completed before moving on to L12**

## Week 8

### Z7 Zoom session #7 (3 hours with instructor coaching)

- a. Lymphedema case studies

### L6 Lecture: Treatment of Head & Neck Lymphedema (self-directed, ~2.5 hours)

**Objective;** Upon completion of this module, participant will be able to:

- Utilize clinical evaluation techniques and patient medical history to understand the likely source of a patient's edema/lymphedema
- Make appropriate decisions regarding use of CDT (especially MLD, compression and compression garment selection), based upon the source of the edema/lymphedema

- identify important consideration for MLD and compression in patients with H&N lymphedema

**MLD and Bandaging Practice** (self-directed, ~4 hours)

**Projected time to complete all tasks in week 8: ~9.5 hours**  
**L12 and PC3 must be completed before moving on to L13**

**Week 9**

**PC4 Fourth progress check:** Students must submit a video of LE MLD, demonstrate a completed LE bandage with self-assessment, pass a MC quiz and submit a written case study (~6 hours).

**Objective:** Participants will be able to demonstrate appropriate MLD techniques and sequences used for patients with UE and LE, primary and secondary lymphedema.

**Projected time to complete all tasks in week 8: ~6 hours**  
**All components of the course must be completed before the Graduation Session.**

**Week 10**

**Graduation Session – 75-90 minutes for debriefing and exchange of experiences (~1.5 hours)**

**Online Course Time Commitment at a Glance\***

Week	Zoom Session with Instructor	Lecture & Quizzes	MLD & Bandaging Practice	Total Time Commitment
Pre-course Home Study	-	45	-	45
Week 1	3	3	3	9
Week 2	3	2	4	9
Week 3	3	-	5	8
Week 4	3	-	5.5	8.5
Week 5	-	8.5	2.5	11
Week 6	3	-	5	8
Week 7	3	2.5	4.5	10
Week 8	3	2.5	4	9.5
Week 9	-	2	4	6
Week 10	1.5	-	-	1.5

**Grand total: 125.5**

*\*All times are in hours. Actual times will vary based on experience and self-directed learning style of student. Subject to change.*

## Zoom Meeting Rules and Etiquette

### System Requirements and Must Haves

Participant must have Zoom capability through laptop, PC (with external camera, microphone and speakers), or standard size iPad.

- Participation on smart phone or Kindle is not permitted.
- Headsets and microphones are helpful to prevent background noise and echoes, as well as to ensure adequate volume.

### Minimum Upload and Download Speed

Minimum suggested internet speeds are 20mbs/download, and 10mbs/upload. You can check your internet speed at <https://www.speedtest.net/>.

### Wi-Fi Connection

Position your device to receive the strongest Wi-Fi signal. Use an Ethernet cable to connect directly to the router for the best experience. Be aware that additional load on your Wi-Fi connection from streaming videos, music, or games from other users may cause a lack of signal strength.

### Testing Your Zoom Connection

Test your camera, microphone, and speakers prior to your first meeting at <https://zoom.us/test>. It is best to test your equipment several days before your first meeting to allow for time to replace equipment or seek additional help from our staff if you experience technical difficulties. If you feel that you need additional assistance, or would like to have a practice Zoom call prior to your first meeting please call our office at 303-245-0333 or email [adminkt@klosetraining.com](mailto:adminkt@klosetraining.com) to schedule a test Zoom call with a member of our staff.

Connect to each meeting 3-5 minutes ahead of the scheduled time

### Your Zoom Lesson Environment

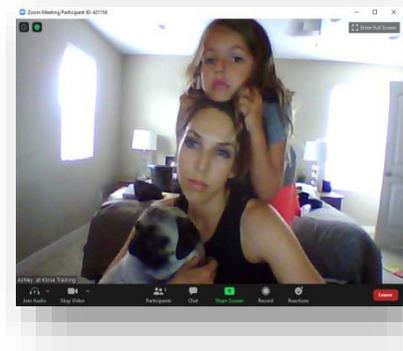
#### Do:

- Present yourself in front of a professional environment free of distractions, with adequate foreground lighting and minimum background lighting to ensure a visible face to the camera.
- Dress appropriately for the meetings, as you would an in-person meeting.
- Sit in an upright position.
- Ideally, project your face and upper body; no more and no less.



## Don't:

- Sit or recline on a bed or couch with your computer on your lap.
- Use a poorly lit room or workspace.
- Position your computer with a window with open curtains behind you.
- Allow person/s or pet/s in the room to distract you from your meeting.



## During Your Zoom Meeting

- *Unmute only during speaking portions.* Depending on the class size, your instructor may encourage you to keep your microphone unmuted for faster responsive/discussion, however, in order to minimize distractions, mute yourself during long non-speaking portions or if you experience unexpected background noise.

## Other Equipment

A cellphone or camera tripod will assist you in taking the necessary MLD and bandaging videos. These videos are essential to check your progress and receive feedback from the instructor. An inexpensive tripod may be purchased at some of these retailers:

[Amazon](#) \$25.99

[Home Essentials](#) \$19.99

[Walmart](#) \$18.99

## When setting up your practice area and taking MLD & bandaging videos, please remember:

- No clutter
- No background music
- Appropriate draping of your subject
- Appropriate positioning and lighting
- Position camera so that video will be shot in a horizontal position.



## MLD Examples





## Bandaging Examples



## Submitting Videos

### Dropbox

- Submit videos via Dropbox using the link provided by your instructor at the beginning of class. No account setup needed.
- Please provide your full name when submitting your video.
- It will take some time for the video to upload. Please stay in the browser until the video has successfully uploaded and sent.
- Close other programs while your video is uploading.

### Dropsend

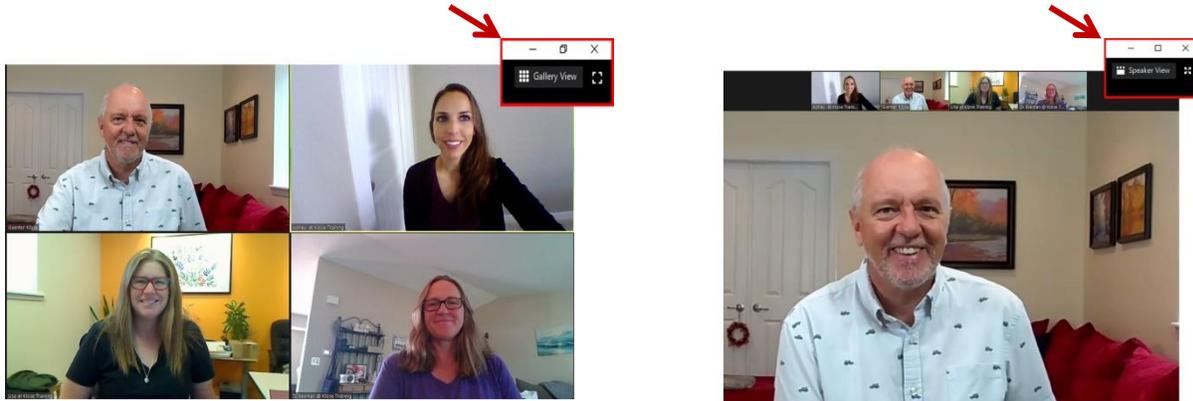
- Email large files using [Dropsend.com](https://www.dropsend.com). You can set up a free account which allows for 4GB file support and 5 free sends per month. If your video exceeds this file size or you have exceeded your 5 sends per month please call our office at 303-245-0333, we will provide login information for our paid account. Send files to [adminkt@klosetraining.com](mailto:adminkt@klosetraining.com). Please provide your full name in the comments or subject line.

*If you are experiencing difficulty submitting your videos or need additional assistance, please call our office at 303-245-0333 or email [adminkt@klosetraining.com](mailto:adminkt@klosetraining.com). We are available to assist you Monday through Friday 8:00am to 4:30pm Mountain Time.*

## Additional Zoom Settings and Tips

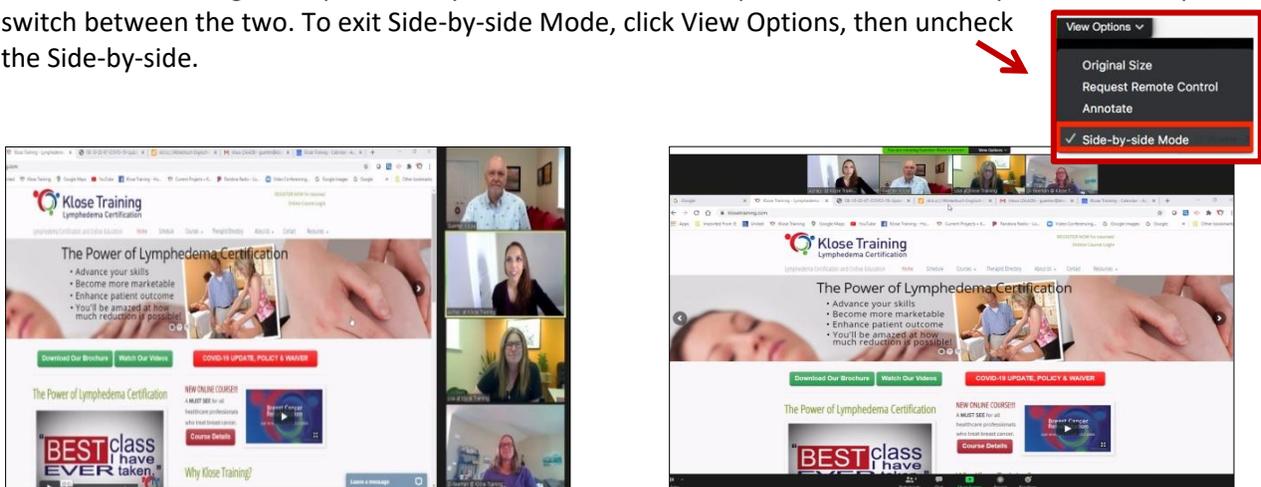
### Gallery View vs. Speaker View

Gallery view displays thumbnails of participants in a grid pattern. To switch between Gallery View and Speaker View click the Speaker View or Gallery View button in the upper right side of your screen. Speaker view will switch the large video window between who is speaking and the other participants in the meeting.



### Changing and Moving Tiles in Screen Sharing Mode

When viewing a shared screen, the view will default to show participants as thumbnails at the top of the screen. To change the position of the participants during shared screen from the top to Side-by-Side Mode, click the View Options button at the top center of the screen and choose Side-by-Side Mode. To adjust the size of each view, hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views, click and drag the separator to your desired size. Click Speaker View or Gallery View at the top to switch between the two. To exit Side-by-side Mode, click View Options, then uncheck the Side-by-side.



For additional tips and tutorials visit the [Zoom Help Center](#).