

# Circular Letter CL140

January 14, 2021

**Affects:**

All CellaVision analyzers

**Distributor Actions:**

- Inform end-users
- Install at all customer sites
- Inform Marketing and Sales Department
- Inform Service Personnel
- Inform Application Specialists
- Retrieve and distribute updated manuals
- Other:

## Training Schedule 2021 – Quarters 1 and 2

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The CellaVision Academy offers training classes to become Certified CellaVision Applications Specialists and Service Engineers. For Q1 and Q2 of 2021, all classes will be offered as a combination of webinars (online seminars) and self-study with assignments. Each class is made up of several webinar sessions and attendees are expected to attend all sessions.

This training is free of charge to our distribution partners. Read the course descriptions and requirements carefully to know what to expect and what's expected from you.

**Language**

All webinars and training materials are in English.

**Times and time zones**

To accommodate learners in different time zones, the webinar sessions are held at 09:00 or at 15:00, Central European Time. When you register, make sure to pick the time slot that best suits you.

**Requirements**

Since you'll be attending training via your computer, you must meet these requirements:

- You must have a reliable **internet connection**.
- Your computer needs to have a **microphone**, and preferably also a camera.
- Your computer must run Microsoft **Windows 10**, 8.1, or 7.
- You must be able to attend **Microsoft Teams** meetings. We strongly recommend that you install the Microsoft Teams app on your computer. This app is available to download for free from Microsoft.
- For *Certified Applications Specialist* training, you must also be able to install **CellaVision software** on your computer. We will provide the software, but you might need help from your IT department to install it.

## Registration

To enroll in a class, log on to [www.cellavision.com](http://www.cellavision.com) and go to the CellaVision Academy. Find the class you are interested in, find a session that suit you, and enroll.

If you want to take more than one class, you must enroll in each class separately. Each class has a limited number of seats available and registrations will close if a class is full. We reserve the right to cancel classes if there are too few participants.

You are also free to take any E-learning courses without registering for class. This, however, is not enough to become certified.

Best regards,

The CellaVision Academy

For more information, contact [training@cellavision.com](mailto:training@cellavision.com)

***You'll find course descriptions, class dates, and a schedule on the next pages. Keep scrolling!***

## Certified Applications Specialist

*6 webinar sessions + E-learning + homework assignments + written assessment. 8 seats available*

Learn how to set up, use, and customize CellaVision analyzers and supporting products.

You will also learn how these products work together and how you can help your customer implement them in their workflow. This training is done in a train-the-trainer manner. The goal is for you to be confident in teaching key operators and helping customers with implementation, validation, and troubleshooting.

Analyzers covered in this course:

- CellaVision DM1200
- CellaVision DM9600
- CellaVision DC-1

Supporting products covered:

- CellaVision Remote Review Software
- CellaVision Server Software
- CellaVision Proficiency Software
- CellaVision Dashboard

### Target audience

Application specialists, working with all CellaVision analyzers

### Structure

The class is made up of:

- E-learning (before, between, and after sessions)
- 6 mandatory webinar sessions (3 hours each, alternate days)
- Homework assignments between the webinar sessions
- Written assessment

The class is spread over a two-week period. There will be a three-hour webinar on designated days, for a total of six webinars. In addition, there will be preparatory work before and homework after each webinar. Homework assignments will be due the day after each webinar session and before the next webinar session begins.

*Make sure to reserve time to complete the homework assignments between the webinars!*

### Prerequisites

- You must complete some E-learning before you attend class. We will contact you with details after you sign up.
- You need basic Microsoft Windows knowledge. Specifically, how to download, upload, compress (zip) folders, and use the File Explorer effectively.
- You must be able to install and run Microsoft Teams as well as the CellaVision Software on your computer (software provided). You might need help from your IT department to install the software.

## Class dates

### January 25-February 5, 2021

Two-week training with mandatory webinars on Mondays, Wednesdays, and Fridays (total of six mandatory webinars). There's also prework and homework to complete between the webinars.

Attend webinars at (pick one):

- 09:00 to 12:00 Central European Time
- 15:00 to 18:00 Central European Time (9 AM to 12 PM Eastern Daylight Time)

### March 15-March 26, 2021

Two-week training with mandatory webinars on Mondays, Wednesdays, and Fridays (total of six mandatory webinars). There's also prework and homework to complete between the webinars.

Attend webinars at:

- 15:00 to 18:00 Central European Summer Time (9 AM to 12 PM Eastern Daylight Time)

### May 3- May 12, 2021

Two-week training with mandatory webinars on Monday, Wednesday, Friday during week 1 and Monday, Tuesday, Wednesday during week 2 (total of six mandatory webinars). There's also prework and homework to complete between the webinars.

Attend webinars at (pick one):

- 09:00 to 12:00 Central European Time
- 15:00 to 18:00 Central European Time (9 AM to 12 PM Eastern Daylight Time)

## Certified Service Engineer, DM1200 and DM9600

*6 webinar sessions + E-learning + written assessment. 8 seats available*

Learn how to install, maintain, service, and calibrate CellaVision DM analyzers. This training focuses on the mechanical components of the analyzers but also covers the basic software and IT knowledge needed for effective support.

**Note:** If you need training on all analyzers, also enroll in Certified Service Engineer, DC-1.

### Target audience

Service engineers, working with CellaVision DM model analyzers

### Prerequisites

- You must complete some E-learning before you attend class. We will contact you with details after you sign up.
- You must be able to join Microsoft Teams via a provided link. You might need help from your IT department to install the software.

### Structure

The class is spread over a three-day period. There will be a three-hour webinar each morning and afternoon. There is also mandatory E-learning and a written assessment. The last day is a combined class with students in the DC-1 Service class. For certification for all models, please register for both courses.

### Class dates

#### February 8-10, 2021

Three-day training with mandatory webinars on Monday, Tuesday, and Wednesday, (total of six mandatory webinars). There's also E-learning to complete before and after the webinars.

Attend webinars each day at:

- 09:00 to 12:00 Central European Time  
**and**
- 13:00 to 16:00 Central European Time

#### April 12-14, 2021

Three-day training with mandatory webinars on Monday, Tuesday, and Wednesday, (total of six mandatory webinars). There's also E-learning to complete before and after the webinars.

Attend webinars each day at:

- 15:00 to 18:00 Central European Time (9AM to 12PM Eastern Daylight Time)  
**and**
- 19:00 to 22:00 Central European Time (1PM to 4PM Eastern Daylight Time)

#### May 31-June 2, 2021

Three-day training with mandatory webinars on Monday, Tuesday, and Wednesday, (total of six mandatory webinars). There's also E-learning to complete before and after the webinars.

Attend webinars each day at:

- 09:00 to 12:00 Central European Time  
**and**
- 13:00 to 16:00 Central European Time

## **Certified Service Engineer, DC-1**

*5 webinar sessions + E-learning + written assessment. 8 seats available*

Learn how to install, maintain, service, and calibrate CellaVision DC-1 analyzers. This training focuses on the mechanical components of the analyzers but also covers the basic software and IT knowledge needed for effective support.

**Note:** If you need training on all analyzers, also enroll in Certified Service Engineer, DM1200 and DM9600.

### **Target audience**

Service engineers, working with CellaVision DC-1 analyzers

### **Prerequisites**

- You must complete some E-learning before you attend class. We will contact you with details after you sign up.
- You must be able to join Microsoft Teams via a provided link. You might need help from your IT department to install the software.

### **Structure**

The class is spread over a three-day period. There will be a three-hour webinar each morning and afternoon (morning only on day 3). There is also mandatory E-learning and a written assessment. The first day is a combined class with students in the DM Service class. For certification for all models, please register for both courses.

### **Class dates**

#### February 10-12, 2021

Three-day training with mandatory webinars on Wednesday, on Thursday, and on Friday morning (total of five mandatory webinars). There's also E-learning to complete prior to and at the conclusion of the webinars.

Attend webinars each day at:

- 09:00 to 12:00 Central European Time  
**and**
- 13:00 to 16:00 Central European Time

#### April 14-16, 2021

Three-day training with mandatory webinars on Wednesday, on Thursday, and on Friday morning (total of five mandatory webinars). There's also E-learning to complete prior to and at the conclusion of the webinars.

Attend webinars each day at:

- 15:00 to 18:00 Central European Time (9AM to 12PM Eastern Daylight Time)  
**and**
- 19:00 to 22:00 Central European Time (1PM to 4PM Eastern Daylight Time)

#### June 2-4, 2021

Three-day training with mandatory webinars on Wednesday, on Thursday, and on Friday morning (total of five mandatory webinars). There's also E-learning to complete prior to and at the conclusion of the webinars.

Attend webinars each day at:

- 09:00 to 12:00 Central European Time  
**and**
- 13:00 to 16:00 Central European Time

## **DC-1 Installation Only Training**

*One half-day webinar session + E-learning. 8 seats available*

Learn how to install CellaVision DC-1 analyzers. This training focuses on the physical installation only.

**Note:** This training will only certify you to install the CellaVision DC-1. It will not certify you to service or repair. If you need complete service training on the CellaVision DC-1 analyzer, we recommend instead to enroll in *Certified Service Engineer, DC-1*

### **Target audience**

Service engineers who urgently need to learn how to install a CellaVision DC-1 analyzer.

### **Prerequisites**

- You must complete some E-learning before you attend class. We will contact you with details after you sign up.
- You must be able to join Microsoft Teams via a provided link. You might need help from your IT department to install the software.

### **Structure**

The class is a three-hour webinar offered in both the morning and afternoon Central European time. E-learning pre-work is required.

### **Class date**

#### March 18, 2021

One-half day training with mandatory webinar in either the morning or afternoon (total of one mandatory webinar). There's also E-learning to complete prior to the webinars.

Attend webinars at (pick one):

- 09:00 to 12:00 Central European Time
- 15:00 to 18:00 Central European Time

**Training Schedule 2021 – Quarters 1 and 2**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>January</b>					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25 Applications	26	27 Applications	28	29 Applications
<b>February</b>	1 Applications	2	3 Applications	4	5 Applications
	8 Service DM	9 Service DM	10 Service (all)	11 Service DC	12 Service DC
	15	16	17	18	19
	22	23	24	25	26
<b>March</b>	1	2	3	4	5
	8	9	10	11	12
	15 Applications	16	17 Applications	18 Installation DC	19 Applications
	22 Applications	23	24 Applications	25	26 Applications
	29	30	31	1	2
<b>April</b>	5	6	7	8	9
	12 Service DM	13 Service DM	14 Service (all)	15 Service DC	16 Service DC
	19	20	21	22	23
	26	27	28	29	30
<b>May</b>	3 Applications	4	5 Applications	6	7 Applications
	10 Applications	11 Applications	12 Applications	13	14
	17	18	19	20	21
	24	25	26	27	28
	31 Service DM	1 Service DM	2 Service (all)	3 Service DC	4 Service DC
<b>June</b>	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		