



## Online Instructor-Led Training: Participant Policies

- Each participant must register individually and be prepared to join the training event on time.
- You will receive an email reminder of your upcoming training event that includes details about your training event.
  - This email will come from DEVELOP.
- When you join your online training event you should click on the link that opens up Zoom in another window.
  - Educators must have access to a device that meets the requirements to join a Zoom training. Please review [Zoom system requirements](#).
  - It is recommended that you use a computer or IPAD to attend your training event, Child Care Aware discourages the use of phones for training events.
    - **If educators are driving during an event they will be removed and will not receive credit**
  - Once you have arrived in the Zoom session you should type your name in the chat, so your instructor knows who is in attendance
  - If you are sharing a computer for the Zoom session you must each sign into chat, only registered educators will get credit for the training event
- Educators are required to participate in the training event, participation means:
  - Child Care Aware of Minnesota requires that screens are on throughout the training event. If this is an issue for you let your instructor know in the chat with a private message
  - Arriving on time and not leaving early - Students who arrive more than 15 minutes late or leave more than 15 minutes early will not get credit for the course.
  - Responding to instructor questions either in the chat box or by unmuting and speaking out loud
    - Child Care Aware recommends using the raise hand feature.
    - Keep your microphone on “Mute” when you are not speaking.
    - Position yourself in a well-lit, quiet space with minimal visible distractions in your surroundings.
    - Use the “Hand Raise” reaction when waiting for a turn to speak so the instructor knows you would like to speak next.
    - Avoid participating in other activities while attending chat to stay engaged and avoid creating distractions.
    - Present yourself in a professional manner in both attire and use of (non-offensive, inclusive & appropriate) language.
    - Joining small groups and actively engaging with others
- If an online training event has less than 5 educators it may be canceled, and educators will be notified no later than **1 day** prior to the session.
- If an ILO cancels for any reason, educators will be notified as soon as possible and refund the full training fee.
- The Zoom sessions may be recorded for internal quality purposes but will **not be made available to educators, or the public, for later viewing.**