

## **The Family Conservancy Online Training Policies**

Thank you for registering for online training through The Family Conservancy (TFC). As we strive to provide a quality and professional training experience, we ask that you bring your professional learning skills by adhering to the following policies:

1. It is the responsibility of the participant to ensure they are able to use the Zoom platform on their device prior to the start of any training. Participants may contact the TFC Support Team if assistance is needed prior to the training. TFC is offering a 'Check your Tech' session once a month for anyone who needs technology support. (Contact our Training Coordinator, Kathy McCall, for dates and times at [kmccall@tfckc.org](mailto:kmccall@tfckc.org)).
2. Licensing requires participants attend the entire training session in order to receive clock hour credit. TFC trainers may withhold a participant's clock hour credit for the following reasons: • A participant logging on to the training more than 15 minutes late. • A participant leaving before the training is completed. • A participant leaving the training for extensive periods of time. • Lack of participation during the training.
3. If a participant accidentally gets disconnected from the training, they will be let back in from the waiting room if they immediately re-join and their previous attendance can be verified.
4. Participants must join the training using a device that allows them to respond verbally or by chat (preferably both), has a camera that is turned on where the participant's face is visible for the duration of the training, and the participant is able to view any resources that the trainer shares visually. Credit cannot be given to participants who only call in since that does not meet the minimum participation expectations.
5. For safety reasons, clock hours will not be awarded to participants logged onto the training while driving a motor vehicle. If attending training while in a vehicle, please be parked in a safe location for the duration of the training.
6. If more than one participant is attending the training through one device then each participant must sign in via the chat function, using their full name and MOPD ID if in MO and each participant must be visible to the trainer or trainer helper for the duration of the training.
7. Participants have 24 hours to complete the training evaluation from the time it is sent. Participants are responsible for contacting TFC if they do not receive an evaluation.
8. TFC will send training certificates within 10 business days after attendance has been verified.

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