

ONLINE TRAINING

PROGRAM GUIDELINES FOR ALL TRAINING ATTENDEES

1. I have read and completed the online Orientation training and passed the test. _____ (NEW staff initial only. N/A for veteran staff)
Staff initial
2. Myself or my Home Manager has completed a test-run of the training equipment I will use. _____
Staff initial
3. I agree to log in at least 15 minutes prior to the start of the training to ensure I have access and my equipment is functioning properly. _____
Staff initial
4. I understand that class begins at 9:00 a.m. If I attempt to participate after 9:10 a.m., I will not be able to attend the class. I am responsible for any information I miss after the class start time (*ex. Information shared between 9:00a-9:10a*). _____
Staff initial
5. I understand that if I am late to re-join the online training from **break** or **lunch** I will not be able to re-join the class. _____
Staff initial
6. I understand that class runs until the times indicated on the training schedule. If I need to log out prior to the end of the training I will have to make the entire class up in a future training cycle. _____
Staff initial
7. I understand I am participating in an online training and must conduct myself as I would during a live training. _____
This includes but is not limited to:
a. Dressing appropriately. I have read page 6 of the Training Participation Manual
b. Using appropriate discussion methods the trainers advise to use
c. Keeping your video screen on at all times for monitoring and if it is disrupted I can be contacted at the phone # identified below. If it is disrupted for more than 15 minutes you may not be allowed back in the training
d. Ensuring your training space is private with no interruptions
Staff initial
8. I understand that no form of intimidation is allowed or tolerated in the online classroom. Any display of verbal or physical intimidation toward anyone while attending direct care training will result in immediate expulsion from classes. _____
Staff initial
9. I understand that I may not use any other technology during online training. Use includes but not limited to: checking/reading texts, sending texts, checking and sending emails and voice mails, making phone calls, playing games, accessing the web or having the phone out. Use includes holding the phone so that it cannot be viewed by the trainer. _____
Staff initial
10. I understand that if there is a personal emergency situation that must be monitored during class hours, I will have my Home Manager notify the trainer(s) before class starts to discuss. _____
Staff initial
11. I understand that sleeping during online is not allowed. If the trainer notices non-participation they will first attempt to get my attention via the participation options online. If I do not respond I will be removed from the online training. _____
Staff initial
12. I understand that everyone learns at a different pace and will be tolerant and supportive of each other's needs. _____
Staff initial
13. I understand I must pass all aspects of the training including any hands-on requirements as directed by the trainer(s) in order to pass the training in full. Modification of the training will not be allowed. _____
Staff initial
14. Students may not have children or pets with them in their training space while participating in online training with SCCMHA Continuing Education. This is not only a distraction to me but also a distraction to all others who are participating. _____
Staff initial
15. When I complete an online training, I will also need to pass a training test. I am agreeing I will be taking the test on my own without the help of others. _____
Staff initial

By signing this document, I acknowledge that I have read and understood the program rules and expectations presented in the above information regarding online training. I understand that failure to comply with program guidelines may result in expulsion from this training program.

Printed Name

Signature of Trainee

Date

Trainee Phone Number

Email address to be used to send training link