# Guidelines and Expectations for Participation in Virtual Trainings

## Smart Start Rowan

## Purpose

These guidelines outline the expectations for participants attending virtual professional development trainings in order to be eligible for official credit through the North Carolina Division of Child Development and Early Education (DCDEE).

## 1. Pre-Training Requirements

* Advance Registration: All participants must register on Smart Start Rowan’s website before the session begins. Unregistered participants may not receive credit.
* Technology Preparation: Ensure you have a stable internet connection and a functioning device with a camera and microphone.
* Platform Access: Download or test the virtual meeting platform (Zoom, Microsoft Teams, etc.) before the session. Smart Start Rowan does not have the ability to troubleshoot connectivity issues.

## 2. Attendance and Participation

* Timeliness: Join the session on time. Late arrivals may not be eligible for credit.
* Full Attendance: Stay for the entire duration of the training.
* Engagement:
* Camera must be on unless pre-approved due to technical or accessibility reasons.
* Participate in discussions, polls, breakout rooms, and other interactive activities.
* Avoid multitasking or engaging in unrelated activities during the session.

## 3. Professional Conduct

* Environment: Choose a quiet, distraction-free space to attend the training.
* Respectful Interaction: Be courteous to the facilitator and fellow participants.
* Appropriate Language: Use professional and respectful language in chat and spoken interactions.

## 4. Credit Eligibility and Documentation

* Verification: Attendance will be verified by log-in data, engagement tracking, and participation. Participants must be visible on camera and interactive during the session to be eligible for training credit.
* Pre and Post Questionnaire: you must complete a pre-questionnaire prior to attending the training and a post questionnaire at the end of the training to receive credit.
* Evaluation: A post-training evaluation form must be completed to receive credit or a certificate.
* Correct Name Usage: Log in using the same name used for registration and your official DCDEE documentation or enter your full name in this chat if this is not possible.

## 5. Technical Issues

* Responsibility: It is the participant’s responsibility to ensure their device and connection work.
* Assistance: Contact the facilitator immediately via email if technical issues arise that prevent full participation.

## 6. After the Training

* Certificate Delivery: Certificates will be sent via email within 5–10 business days after completion of the training and evaluation.