



Distance Learning Participant Expectations

- If you register for a session, we expect that you will be in attendance or will let us know at least **3** days before the training to allow other providers to register if session is full.
- A 15-minute grace period will be given at all workshop sessions. To receive a workshop certificate, participants must remain for the duration of the workshop session and complete an evaluation form. Participants who arrive after the 15-minute grace period will not be permitted to obtain a certificate and training credit, but may attend the remainder of the session.
- Please use **ONLY** one device once you have logged into the session.
- We expect that you will turn your camera on during the entire session. If you are having technical or connectivity issues, please send the host a private message.
- As you enter the Zoom session, make sure that you place your full name in the video square. Also, we welcome you to add your pronouns. For more information <https://pronouns.org/>
- **This is how attendance is taken and training certificates are generated.**
- Please remember to stay on mute if you are not speaking.
- Please take care of your needs, move around, refresh and drink water as needed.
- After the session, you will receive an email containing your training certificate and evaluation. It is expected that you fill out the evaluation form and send it back to us by the date specified on the message.
- I give consent to be recorded during the session.
- If you are a Gateways member and are seeking registry training credit, please send us your number by the date specified on the message.
- Please enjoy the session!