

Expectations for Online Caregiver Training

Thanks so much for joining us for online Caregiver Training and your continued care of and commitment to the children and youth in your care. Our goal is to provide consistent, relevant, quality training to support your role as a caregiver. We require all participants to be aware of and meet the following expectations and preparations for training.

1. All participants are expected to log on at least 15 minutes early to confirm that your technology is working effectively, and to provide time for the trainers to assist with any technical support that may be required.
2. **If an attendee misses 15 minutes or more of a training event, they cannot receive a certificate of completion. The training team will support the participant to register for a subsequent session that may be more convenient for them to complete.**
3. Attendees must be at a fixed location throughout the training session. For example, no transporting children to and from lessons, school, childcare, errands, etc. For this reason, virtual backgrounds cannot be used. The learning environment the attendee is in must be visible.
4. If a participant is joining a training event from a vehicle, the vehicle must be in park; there can be NO driving while attending training and the other expectations must be followed in the vehicle as well.
5. There will be hourly breaks and it is requested that people try to refrain from stepping away from the screen other than those scheduled breaks.
6. **Cameras must remain on and all attendee's faces must be within the screen at all times. If more than one person from the same household is attending training, both/all people need to be visible on the screen throughout the training.**
7. Attendees are required to be focused on training and avoid multi-tasking. Please refrain from household chores, checking phone, texting, resting, napping, reading or any other task that would keep you from focusing on what is being shared.
8. **Children (including infants) are NOT permitted to attend training due to the sensitivity of the adult-only course content. If they are in the vicinity of your computer, there is a possibility that they will be exposed to this sensitive material. Please arrange for childcare in a different room during the time that you are in a training session.**

Participants are expected to be engaged throughout the course and be able to participate in class discussion and activities. **If you cannot attend your session as scheduled, please call (780) 427-0159 to leave a voicemail, or send an email to cs.caregivertraining@gov.ab.ca to cancel your participation and make room for another person to attend the class instead.**

We look forward to spending this time together, and to sharing this information with you!

The Provincial Caregiver Training Team