

# Training Approval Application Submission Guide for Online/Distance Learning Training

This guide should be used in conjunction with the [Training Approval Application Instructions](#) for submission of online/distance learning training for approval. Most categories have the same requirements as those for a face-to-face training, but others (categories L, M, N, and Q) have additional requirements specific to online/distance learning training.

<p><b>A. Title of Training</b>  <b>B. Clock Hours</b>  <b>C. Format</b>  <b>D. Language</b>  <b>E. Description</b>  <b>F. Training Level</b>  <b>G. Training Focus</b>  <b>H. Competency Goal(s)</b>  <b>I. Needs Assessment</b>  <b>J. Benefits</b>  <b>K. Competency-Based Learning Objectives</b></p>	<p><b><i>Follow guidelines in the Training Approval Application Instructions.</i></b></p>
<p><b>L. Training Methods</b></p>	<p><i>Follow guidelines in the Training Approval Application Instructions and meet the following additional requirements:</i></p> <ol style="list-style-type: none"> <li>1. A professional support system is in place to ensure trainer success in delivering the online training</li> <li>2. Participants receive instruction and/or information to assist them in navigating the online environment as well as access to technical assistance</li> <li>3. Participants complete at least one of the following             <ul style="list-style-type: none"> <li>• Online group activities</li> <li>• Writings to reflect on readings</li> <li>• Labs</li> <li>• Projects</li> <li>• Other assignments</li> </ul> </li> <li>4. Participants complete activities throughout the training such as             <ul style="list-style-type: none"> <li>• Contributions and responses to online discussions</li> <li>• Completion of online assignments</li> <li>• Portfolio submissions</li> <li>• Special projects and/or presentations</li> <li>• Creation of authentic products</li> <li>• Tests and quizzes</li> </ul> </li> <li>5. Privacy policies are clearly stated (terms of agreements and/or participant waivers for centers)</li> <li>6. The online trainer monitors participant progression through the content, postings of work, and discussions and adjusts instruction to enable learning</li> <li>7. The online trainer provides appropriate feedback responding to participant inquiries within 24 hours (M-F)</li> </ol>
<p><b>M. Time &amp; Sequence</b></p>	<p><i>Follow guidelines in the Training Approval Application Instructions and meet the following additional requirements:</i></p> <ul style="list-style-type: none"> <li>• Breakdown of time it should take to read materials and complete assignments is clearly indicated</li> <li>• Description of the process used to determine the number of credit hours awarded is included</li> </ul>
<p><b>N. Content</b></p>	<p><i>Follow guidelines in the Training Approval Application Instructions and meet the following additional requirements:</i></p> <ul style="list-style-type: none"> <li>• Assignments, projects, tests and other artifacts of participant work clearly reflect the desired performance outcomes for the training</li> <li>• (Must include one of the following) The training includes regular, sustained, and guided participant-to-participant discussion and collaboration <b>or</b> participants engage in self-reflection, self-assessment, and evaluation as part of the training</li> <li>• Participants post questions with other participants under the guidance of trainers who raise the level and broaden the scope of the discussion on a regular basis, requiring responses from the participants</li> <li>• Participant and trainer dialogue, questions and discussions are encouraged throughout the training</li> <li>• Discussion areas are clearly designed for communications among participant/trainer interactions</li> </ul>
<p><b>O. Trainer Assessment of Learning Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Participant information remains confidential (terms of agreement and/or participant waivers for center management)</li> <li>• Participants receive continual, timely, and constructive feedback on the quality of their work and mastery of training content</li> <li>• Authenticity of participant work is verified by appropriate means</li> </ul>
<p><b>P. Materials List</b></p>	<p><b><i>Follow guidelines in the Training Approval Application Instructions.</i></b></p>
<p><b>Q. Participant Evaluation of Training</b></p>	<p><i>Follow guidelines in the Training Approval Application Instructions and meet the following additional requirement:</i></p> <ul style="list-style-type: none"> <li>• Participants provide feedback about the quality of the course content, instruction, support systems, and infrastructure</li> </ul>
<p><b>R. Reference List</b></p>	<p><b><i>Follow guidelines in the Training Approval Application Instructions.</i></b></p>