

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.

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