HRDC
COMMUNITY ACTION AGENCY

Provider Services
November 2020 Trainings

All trainings will be taught with Zoom. Please review Zoom Etiquette.

November 5th	*Pyramid 2, Part 1*	*6:00pm-9:00pm*
November 7th	*STARS Collaboration*	*9:00am-11:00am*
November 10th	*Pyramid 3, Part 1*	*6:00pm-9:00pm*
November 12th	*Can't Give from an Empty Cup; Emotional Support for Autism*	*6:30pm-8:30pm*
November 17th	*ECE*	*9:00am-12:00pm*
	PME	*1:00pm-4:00pm*
	Active Supervision	*6:00pm-9:00pm*
November 19th	*Pyramid 2, Part 2*	*6:00pm-9:00pm*
November 24th	*Pyramid 3, Part 2*	*6:00pm-9:00pm*

- Online CPR class will no longer be accepted by licensing as of October 1, 2020. Please contact us for other options.

- Fingerprinting will NOT be available for the foreseeable future, we will keep you posted on when that resumes. Thank you for your understanding.

- All available classes will be in ECP so you may sign up. Stay tuned for more information on when classes can go live, expect reduced available spots.

Contact the Child Care Department at:
www.hrdc7.org under Child Care Provider Services
Call: (406) 247-4700 or (406) 247-4732
Email: childcare@hrdc7.org **Fax:** (406) 869-2585

MONTANA
DPHHS
Healthy People. Healthy Communities.
Department of Public Health & Human Services

Best Beginnings

HRDC 7 Zoom Training Policy (Updated July 2020)

Be Prepared
1. You will need a computer, tablet, or phone <u>with both video and audio capabilities</u>.
   - One person per device is advised. *If you need to share or don't have access, please contact the class facilitator prior to registering.*
   - A **computer or tablet** are preferred for optimal performance in the classes, (but if you only have a phone, it will work).
2. Check your email for instructions and a link to the training. This is usually sent out days before the training is scheduled.
3. Read instructions in the email *carefully*! Is there any work to do prior to the training? Are there handouts to print out?
4. Be an early bird. – Click the link 15- 20 minutes before the training, test your audio and video to make sure they work. You may have to adjust your computer settings, especially if this is your first Zoom course. – *See zoom test link at the bottom of this document.*
5. Have materials, pens, note paper, handouts, etc**. ready to go**.

During the Training
1. All courses are <u>professional trainings</u> and should be treated just like a training/class that is held in person. We expect that your attendance be professional and that you be an *active participant*.
2. Please **do not work** with children in your program while taking a course.
3. You may not be at another event or activity while taking this course, as it will not allow you to learn all the information each course has to offer.
4. Mute yourself whenever you are not speaking. This minimizes background noise during the training.
   Participate by unmuting yourself to speak. (Hover over your video with the mouse, and the microphone icon will appear for you to mute/unmute - Or press/hold the spacebar).

Important: Your instructor will be looking for your attendance *and* participation throughout the session, so be ready to unmute yourself and join in.
⇒ *You must be seen, heard, and participate in all activities throughout the session to get credit for the training.*
⇒ *If you are causing distractions you may be removed from the class and will not receive credit.*
⇒ **We reserve the right to withhold credit or remove you from a course if there is any reason to believe that you are being distracted or unable to fully participate.**

Here is a test link, if you would like to get on and practice a bit in zoom, before the actual class: https://zoom.us/test
It is strongly advised to use the test site if you are unfamiliar with ZOOM capabilities.

Thank you for your flexibility and understanding during these unusual times. Your instructor is happy to answer <u>any questions</u> you have before, during, or after the training. Feel free to email or call.

Note if questions have to do with technology use, access, or attendance matters – please contact the instructor/facilitator <u>prior to registration.</u>

Happy learning!