



## Provider Services January 2021 Trainings

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

<b>Jan. 7th</b>	<b>Pyramid 2, Part 1</b>	<b>6pm - 9pm</b>
<b>Jan. 9th</b>	<b>Trauma Informed Care</b>	<b>10am - 2pm</b>
<b>Jan. 12th</b>	<b>Early Childhood Essentials Program Management Essentials</b>	<b>9am - 12pm 1pm - 4pm</b>
<b>Jan. 13th</b>	<b>Don't Look Away: What if Educators Changed the World</b>	<b>6pm - 9pm</b>
<b>Jan. 21st</b>	<b>Pyramid 2, Part 2</b>	<b>6pm - 9pm</b>
<b>Jan. 26th</b>	<b>Creating Gender Safe Spaces</b>	<b>6:30pm - 8:30pm</b>
<b>Jan 27th</b>	<b>Don't Look Away: Lights, Camera, Teach</b>	<b>6pm - 9pm</b>

- Online CPR class are longer 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](mailto:childcare@hrdc7.org) **Fax:** (406) 869-2585



# HRDC 7 Zoom Training Policy (Updated July 2020)

## Be Prepared

1. You will need a computer, tablet, or phone with both video and audio capabilities.
  - 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 professional trainings 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 any questions 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 prior to registration.*

Happy learning!

**ADULT & PEDIATRIC  
FIRST AID/CPR/AED**

HRDC STAFF

**\$55**

**NEW ONLINE BLENDED MODULES**

**NEW ONLINE BLENDED HYBRID MODULE**

The new Online Blended Module will consist of a 2 1/2 hour online session along with a 1 1/2 hour in-person skills session. Participants will be required to complete and pass the online session in order to attend the in-person skills session to receive certification.

The day after registration closes for a skills session, participants will receive an email asking them to claim their class voucher through American Red Cross. This will require the participant to register and create an account with the Red Cross Learning Center. This email will indicate the date the online session needs to be completed by as well as the date of the in-person skills session. Participants are **REQUIRED** to complete the online session of the course order to attend the in-person skills.

Once you have claimed your voucher for the course the American Red Cross system will not allow for refunds or transfers. If you do not complete the online session, the in-person skills session, or both, you will forfeit your registration fee and be required to pay again for the next course.

The Online Blended Module will require the participant to have access to a stable internet connections in order to complete this portion. The session is set up to be able to work on sections at a time and will save your work.

The Online Blended Module will require the participant to have skills to navigate the online learning environment.

The instructor will be able to see the participants progress though the online session but we do ask that you bring in your certificate of completion for this portion to the in-person skills session.

The in-person skills session will have participants review videos from the online session, practice through the steps of each scenario and then each participant will be required to complete each scenario correctly without prompts or assistance.

**TRAINING REGISTRATION**

**AND CURRENT COVID-19 CONDITIONS**

HRDC 7 is starting to offer limited options for Adult & Pediatric First Aid/CPR/AED utilizing the Online Blended Module. Dates have been scheduled from December 2020 through March 2021. To maintain proper social distancing and through cleaning and sanitation space for each session will be limited.

Each person will be limited to their own manikin and spaced six feet apart.

Everyone will be given a temperature check and health screening questions. All participants will required to wear a mask unless they are directly performing CPR skills. Hand sanitizer will be used by all participants at the beginning of the training session.

Participants will be limited to the Carbon Room for the duration of the training. This means no access to the rest of the HRDC building including the restrooms.

Adult & Pediatric First Aid/CPR/AED is not currently available to register for online. Providers must fill out this registration form and mail it to HRDC 7.

HRDC 7 ATTN: Child Care Trainers  
PO BOX 2016  
Billings, Montana 59103

In registering for the Online Blended Module you are agreeing to complete all of the requirements in the timeframe given or your registration fee will be forfeited and new payment will be required for the next course. There is no way to transfers students within the American Red Cross system for these courses.

You will receive a confirmation email to confirm your registration. If a session is full you will be contacted as well before processing your payment.

# ADULT & PEDIATRIC FIRST AID/CPR/AED CERTIFICATION

# LICENSING

## TRAINING DATES & TIMES

### January 20, 2021

9:30am-11:00am **OR** 2:30pm-4:00 pm

Registration Ends: January 10

Online Content Complete by January 19

### February 19, 2021

9:30am-11:00am **OR** 2:30pm-4:00 pm

Registration Ends: February 9

Online Content Complete by February 18

### March 22, 2021

9:30am-11:00am **OR** 2:30pm-4:00 pm

Registration Ends: March 12

Online Content Complete by March 21

If you have questions prior to registration and payment please contact Crystal Hill at 406/247-4750 or [chill@hrdc7.org](mailto:chill@hrdc7.org).

## PARTICIPANT REQUIREMENTS/REMINDERS

With COVID and the Hybrid Module there are specific requirements of all participants. Please be sure to thoroughly read through these requirements and contact us prior to registration with any questions.

- Limit of two participants per session with two sessions per day. You must select session and stay with that selection.
- Participants will be sent a link to the online content the day after registration closes.
- The online content must be completed to attend the in-person skills sessions.
- Participants must complete both the online content and in-person skills sessions. No refunds or transfers can occur through the American Red Cross system if they do not.
- All participants will have their temperature checked and screened with a series of health questions.
- All participants will be required to wear a mask unless directly performing CPR skills.
- Hand sanitizer will be used by all participants at the beginning of the training.



## Adult & Pediatric First Aid/CPR/AED

Name:	Email:
Phone:	Facility Name:

I agree to the requirements of the Online Blended Module and understand that there are no options for refunds or transfers.

I agree to the requirements for healthy & safety precautions for COVID-19.

Check box if you feel you will need accommodations for a disability while performing CPR/First Aid Skills

### Select the following session you are registering for.

Cost

January 20, 2021 from 9:30 am - 11:00 am       January 20, 2021 from 2:30 pm - 4:00 pm

February 19, 2021 from 9:30 am - 11:00 am       February 19, 2021 from 2:30 pm - 4:00 pm

March 22, 2021 from 9:30 am - 11:00 am       March 22, 2021 from 2:30 pm - 4:00 pm

**Total Payment Enclosed:**