Rural Community Assistance Corporation

Online Training Policy Guide

<u>Verification of attendance</u>

Active attendance would be tracked. This will include: An interaction (poll, quiz, etc.) would be conducted at minimum once every 30 minutes. Interactions would be conducted at different times during the 30 minutes blocks. Certificates will only be issued to participants that participate in a minimum of 75% of the interactions and complete a final evaluation. When applicable, pre and post-tests may also be required. Attentiveness using the software platform will be monitored during the training. A proctoring form would be made available for locations with multiple attendees (this will be available, but discouraged under the current social distancing recommendations). The proctor would need certify attendance and attentiveness.

Each training will be accompanied by a lead trainer and moderator. The moderator's responsibility will be to ensure that attendees are active on the platform through interactive activities, polls, and pre/post test questions. The GoToTraining platform will alert the moderator if a participant has been inactive after 10 minutes and the moderator will engage with the participant to ensure there are no technical issues occurring.

The GoToTraining will provide final tracking parameters of the training, including active time during presentation, polls, and test results, as well as evaluations. These parameters will be used to determine if the participants met the RCAC training policy guidelines and should be awarded CEUs for attendance.