

Effective September 1, 2021, the Department of Drug and Alcohol Programs (DDAP) has updated the participant expectations for virtual trainings.

All virtual training participants will now be required to join scheduled trainings with video and audio.

With this change, we are also removing the requirement that a participant must use a computer to join, since there may be individuals who do not have access to a video camera on their computer. The Expectations have been updated to specify a mobile device may be used if the participant remains stationary. They cannot change locations during the training or join the training from a moving vehicle. Using a mobile device does not excuse a participant from answering poll questions or participating in breakout groups.

Below is the full list of participant expectations and an explanation of each:

By registering for this virtual training, you are agreeing to the following expectations:

- I acknowledge that I must be present for the entire training session.
- I acknowledge that I will not share my device with another participant. All participants must log into their own classroom session on their own device.
- I acknowledge that I have a microphone that can be used during this training and I will participate in classroom discussions.
- I acknowledge that I must have a camera and will be on camera for the entire training.
- I acknowledge that I must answer all poll questions that are presented during the training and join all breakout rooms, as well as participate in classroom discussions. If I do not maintain a satisfactory level of participation, I may not receive a certificate of completion.

What do these expectations mean?

- Participants must be present for the entire training. For virtual trainings, participants may miss no more than 15 minutes per session. If a training is only one session, then only a total of 15 minutes may be missed.
- A working microphone is required to attend virtual trainings. We expect everyone to participate in classroom discussions and small group activities. If the computer being used does not have a microphone, it is acceptable to use the training call-in information to join the audio. Please see the attached document for instructions.
- A camera is required to attend virtual trainings. If you are not on camera when the training begins, you may be removed from the training and your attendance marked as incomplete
- All poll questions must be answered when presented and breakout rooms must be joined. Both activities are used to gauge participant engagement.
- If you join the training from a mobile device, such as a tablet or smartphone, you must be located in a stationary location for the duration of the training. It is not acceptable to

change locations during the training or to join the training while in a moving vehicle. Using a mobile device does not excuse a participant from answering poll questions or participating in breakout groups.

Failure to meet these expectations could result in a participant being removed from a virtual training and their attendance being marked as incomplete. A certificate of completion will not be issued in this situation.

If you cannot meet these expectations, DDAP recommends that you do not register for virtual trainings. Please contact the DDAP Training Section if you have questions about the expectations, and we will help you determine whether virtual trainings are right for you.

Thank you,
DDAP Training Section