

Tip Sheet for Online and Independent Study Early Care and Education Training during COVID-19 Restrictions

Live Video Streaming

A session that is a set date and time and allow participants to join the broadcast. There are many ways this can be presented and below are a few of those options. For ECE-TRIS this is considered a Webinar type delivery method.



Best Practices and Tips

- Your training must be interactive with multiple modes of engagement if using an online platform. This is per regulation 922 KAR 2:240, Section 11 (6). There are various training modes to support this delivery method.
 - DCC suggests “check points” where you ask everyone to check in, and see what has interested them in the recent part of the training.
- The Trainer/Agency must have documentable proof of attendance for a “live” event. This means that if asked to prove attendance and participation, a Trainer/Agency must be able to show that the participant was *engaged* and *actively listening* during the entire training, as they would be in the originally scheduled face to face training method.
 - Facebook Live allows you to save the video and refer back to comments. Zoom chat and formats like WebEx can also be saved.
 - You can also use the ‘check points’ mentioned above to track attendance in discussion boards.
- Become familiar with the functions of the application you use prior to your training(s). You want learning to take place and not technical issues. You can Google instructions, search for tutorials and ask your Training Coach for advice. ***Find Your Coach*** feature on this website will provide contact information for every coach by county and region. <https://www.childcareawareky.org/about-child-care-aware/coaches/>
- Hours need to be accurately reflected when assigning credit. If the session runs short, please adjust the credit hours in ECE-TRIS.
- The Trainer/Agency is responsible for supplying the participants with materials for the training in a timely manner, and in a way that is easy for them to access.
- Please give yourself and participants AMPLE time to adjust to using this technology, accessing materials, engaging, etc.!
- Consider having a post video assignment to encourage how participants can apply the new knowledge and skills discussed/demonstrated and determine if the post-assignment is required for credit or it is additional credit. (How this is tracked in ECE-TRIS is discussed in the next section).
- **You may want to have a back-up plan if your technology does not cooperate!**

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Recording Credit in ECE-TRIS for a LIVE Online Event

- As a data entry person, you will be able to add this training to ECE-TRIS as a Webinar (live event).
- **Training with No post-assignment**
 - Using your proof of attendance, you will enter the credit for the participants within 10 days of end date and submit the credit as completed.
- **Training with a post-assignment**
 - Select Hybrid/Blended Learning

Hybrid/Blended Learning: * Yes No
NOTE: A hybrid/blended learning course combines face-to-face classroom instruction with outside the classroom learning by independent student or online activities. Hybrid courses require all content to be completed before credit is assigned.
Delivery Type: * Webinar/Videoconference [\(Delivery Type\)](#)

 - Enter total hours of streamed content + post-assignment credit hours
 - If assignment is required for credit, meaning that if not completed by the deadline, they would get no credit.
 - Enter the start date in ECE-TRIS as the date the training was streamed live, the end date would be the deadline for required assignment.
 - Participants would then either receive full credit or no credit.
 - If assignment is **not** required for credit, meaning if not completed by the deadline, they would get clock hours for only the streamed content,
 - Enter the start date in ECE-TRIS as the date the training was streamed live, the end date would be the deadline for required assignment.
 - Participants would then either receive full credit or partial credit.
 - Using your proof of attendance, you will enter the credit for the participants within 10 days of end date and submit the training as completed.

On Demand Training

A web based training that is recorded or developed in a platform that is available to participants on demand and self-directed. This could also be an Independent Study module that is shared with the individual and assignments completed based on content.

Best Practices and Tips

- Your training must include at least 2 alternative modes of delivery to support learning. This is per the Kentucky Early Care and Education Trainer Credential and Training Approval regulation 922 KAR 2:240, Section 11 (6).
 - Examples include;
Mini-lecture, Demonstration, Classroom Observation, Written Assignment, Case study or scenarios, Small group discussion and report, Partial handouts (to be completed), Research topic and report, Discussion board, Debates, Games, Brainstorming, Panel discussions, Video clips with questions, Reading with Questions, Poster activity, Structured learning, and Role play.
- The Trainer/Agency must have documentable proof of completion of the content/assignments. This means that if asked to prove attendance and participation, a Trainer/Agency must be able to show that the participant successfully demonstrated knowledge and/or skills learned.
- The Trainer/Agency is responsible for supplying the participants with materials for the training in a timely manner, and in a way that is easy for them to access.

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Creating Training in ECE-TRIS for an Independent Study or On-demand Online Event

Credit for these types of events is added in a different way than a live event (webinar or face to face). When you have a training that is non-face to face, you will use the following area.

**Create WBT or Independent Study**
Click here to create a Web-based Training or Independent Study Training
viewable by: Administrators, Training Agencies

You will need to then enter training details for the course.

WBT/Independent Study Management

Training Title *
Enter the title of the training

Owner Course ID
Enter an owner course id

Delivery Method * [\(Delivery Types\)](#)
Select the delivery method of the training

Request Start Date * - End Date * -
Specify a date range for the request in the mm/dd/yyyy format.

Hours *
Please add the number of hours and minutes for this training

Minutes :00
Total Clocked Hours:

Training Description/Overview *
Character Count: 0/1,500
Specify the description or overview of this training.

Training Objectives *
Character Count: 0/1,500
Specify the training objectives of the training.

By using the program to assign credit, participants are grouped automatically into sessions based on their completion date and their county rather than you having to create individual sessions yourself.

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Recording Credit in ECE-TRIS for an Independent Study or On-demand Online Event

- Once you've been notified by ECE-TRIS that your program is ready, you can begin assigning credit.
- Log Into ECE-TRIS and proceed to the Training Information area.
- Enter part of your training title; e.g. "Assessment"
- Choose Delivery Type from the drop down box, Independent Study or Web-based Online Training
- At the bottom, choose **sort search results** in Ascending Order
- You'll then see your training with a **yellow banner** at the top
- Select the radio button to the left of the number
- Then select the button "Assign Credit or Enroll"
- Add in the Trainer or Trainers by clicking (Trainer Search)
 - It is crucial you add a trainer each time.
- Click "Continue" to the left of the next screen
- From here you will enter the dob/ssn or use the Name Search to find the person you need to assign credit for.
 - If the employer does not match please fix prior to assigning credit
 - Enter their completion date: the date they successfully finished all the assignments, report, handouts, etc.
 - If the Credit Hours differ, you can adjust them but only if the participants credit is less than training clock hours.
 - Then click the "Assign Credit" button.
- You can view credit assigned within the search results by clicking on the + next to Credit Summary Or any Pending Credit that needs to be processed.

Additional Guidance for regulated trainings, like Orientation and PAHT:

- Content must still accurately and completely reflect the regulated requirements for these trainings.
- The Trainer/Agency must document attendance and participation, if they are not taking a previously approved online format for a required training(s).
- Direct them to an already established online format, if you are not able to translate into an effective online training.