



Participant Expectations for Online Training

MRTQ PDN is committed to providing quality training experiences for all learners. An important component of a high-quality online learning environment is participant engagement. To support this, MRTQ PDN has developed the following expectations for online learners:

Login Information

- Training login information will be emailed the day before training starts.
- It is required that you log in to the training through the MRTQ Registry on day one.

Training Guidelines

- Your trainer will post a welcome letter in the Announcements section. It will provide details about the START and END dates for each module, as well as other important information. Please adhere to the schedule provided in the trainers' welcome letter.
- You are expected to complete all weekly activities. This includes reading assignments, discussion posts, journal entries, all other assignments (i.e., knowledge checks), and attending all Zoom meetings.
- MRTQ PDN strongly advises that you do not attempt to complete an entire module in one day.

Cultural Humility

- Cultural humility means staying open-minded. It recognizes that everyone, including you, has a complex background and life story.
- Practicing cultural humility during training helps you:
 - **Understand different viewpoints** by gaining a greater awareness of your own experiences while truly listening to others' perspectives.
 - **Include everyone** by seeing how the material applies to *all* children, families, and professionals, not just a specific group.
 - **Build better communities** by thinking about how to use what you learn to make your community more fair, welcoming, and equal for everyone.

Confidentiality

- It is expected that confidentiality for children, families, and peers will be maintained at all times. For more information about confidentiality, please visit: [Confidentiality: Respecting the Privacy of All Families](#).
- When referring to children, coworkers, or others in assignments or discussions, please use initials or pseudonyms to protect their identities. Photos with the faces of children should not be posted, even if the child's family has given written permission.
- To ensure all participants feel comfortable sharing their thoughts and ideas, please do not share what a fellow participant has written or said outside of the training.

Plagiarism

- All work submitted by participants is expected to be an honest reflection of their knowledge and abilities.
- Plagiarism is using another individual's work as your own. Cheating on quizzes is not tolerated. It may result in consequences, such as removal from the training and the participant not receiving training hours.
- Artificial Intelligence (AI), such as ChatGPT, may be used to inform assignments. However, direct quoting or minimal revising responses generated by AI is considered plagiarism.
- Please see the [MRTQ Training Plagiarism Policy](#) on our website for more information.

Late Participation

- MRTQ PDN online trainings are designed to be interactive, so participants need to keep pace with the training schedule. In the event of extenuating circumstances that prevent your participation, you are responsible for contacting the trainer as soon as possible.
- **If you do not participate in training for one week without contacting the trainer, you will be removed from the training and lose the work you have submitted.** Refunds will only be given for cancellations made at least 5 business days before the start of training.



- Should you fall behind in the work, a modified work plan may be provided. **If this happens, completion of this work plan is necessary for continued enrollment.**

Zoom Participation

If the training has scheduled Zoom meetings:

- You are required to attend all Zoom meetings for the training.
- If possible, please keep your camera on during the Zoom meetings.
- MRTQ discourages driving while attending Zoom meetings.
- You are expected to participate in each Zoom meeting by engaging with the trainer and other participants. This could include coming off mute to talk, adding comments in the chat, or using the reaction buttons. You can review materials in the Moodle course.

Training Completion

- Work must be completed by the END date of the training to earn credit. The training will close one week after the end date. You will no longer have access to the materials or the work you submitted once the training is closed.
- If you are working toward a Maine Credential, remember to save your work for your portfolio.
- Please complete the final evaluation at the conclusion of the training. Your feedback is very important to MRTQ PDN.
- MRTQ PDN is committed to providing a successful training experience for everyone. In some situations, that may require some support for training participants. If you think you may benefit from additional support or accommodation from MRTQ PDN, please reach out. Contact the Statewide Training Coordinator by email at mrtq.training@maine.edu or by phone at 1-888-900-0055 (select 'Option 3').
- Upon completion of the training, you will receive your certificate via email. You have up to 30 days from the course closing date to appeal your training hours. If you were removed from the training due to inactivity, you cannot appeal your certificate. Through this appeal process, an MRTQ PDN staff member will review all your activity in the training. Send a request for appeal to mrtq.training@maine.edu. Please see the Training Certificate Appeal Process for more information.