

Texas Prevention Training

Virtual Training Policy

I. PURPOSE

Texas Prevention Training (TPT) provides free training and technical assistance (T/TA) services designed for Texas Health and Human Services Commission-funded Prevention and Behavioral Health Promotion providers across the state. The TPT Team and our contracted trainers are held to the Prevention Specialist Code of Ethical Conduct and the 12 Principles of Adult Learning. In addition to T/TA delivery, we provide our participants with Texas Certification Board-approved Continuing Education Hours (CEHs). The policy detailed below includes the requirements to which we must hold participants to issue their CEHs.

II. POLICY

A. Registration

Registration for all virtual trainings is required. Approval of a submitted registration is dependent upon availability and specific training requirements. An email approving or denying your registration will be sent via email. One-to-two weeks prior to the training participants will also receive an email from tpt@carecg.com confirming each participant's registration.

B. Event Cancellation

TPT reserves the right to cancel or reschedule any T/TA event at or before one (1) week prior to the start of the event date. Training events will be subject to cancellation if there are fewer than 10 registrants. Additionally, extreme circumstances – such as trainer illness, emergency weather conditions, utility failure, or other events beyond our control – can force the cancellation of a T/TA event.

C. Participant Cancellation

Should a training participant need to cancel their registration, we ask that they notify TPT as soon as possible via email (tpt@carecg.com). Many training events have waitlists and if TPT receives a cancellation with enough time, we can offer the participant spot to a person on the waitlist.

D. Participant Materials

TPT will email participants directly with electronic copies of any materials required by the T/TA event, often one (1) week before the first day of training. If the T/TA includes printed binders, material will be shipped to the address provided by each participant in their registration form.

E. Participation

Participating in a virtual T/TA event is best approached in the same way one would attend an in-person training: plan to attend and fully participate for the full duration of the training, use the restroom or the phone during break times, have water/snacks accessible as needed, maintain professional behavior and setting, and engage with the trainer(s) and other participants during activities and discussion.

1. **Technical Requirements.** All TPT virtual events occur over Zoom unless stated otherwise. Participants should prepare to attend the entirety of the T/TA event – we highly recommend

participants log on via a charged device with stable internet connection. To actively participate in the training and earn Continuing Education Hours (see item J below), participants must have access to a working webcam, speakers or headphones, and a microphone (built in or external). The TPT Moderator may ask a participant to exit the training when they cannot maintain stable internet/webcam/audio connectivity and join another training at a future date when the participant can actively participate.

2. **Webcam Use.** All participants are **encouraged to join and remain on camera** and expected to fully engage in the training to receive Certificates of Completion with Continuing Education Hours (CEHs). This requires office-appropriate participant attire and behavior, an appropriate background display, a device with webcam capabilities, and a stable internet connection.
3. **Joining a T/TA Event.** Participants should log on five (5) minutes before the start of a scheduled training or TA event to avoid late entry should they experience any technical difficulties. Participants should log on in a quiet and private space with limited distractions, and attempt to limit background noise. The training host may mute participants if background noise is distracting. Participants attempting to join while driving will be asked to leave the training until they are in a safe location that allows them to fully participate in the training.

F. Smoke/Tobacco-Free Policy

Smoking and the use of any tobacco, nicotine, and/or e-cigarette/vape products are prohibited during all TPT T/TA events. TPT will remove participants who display such behavior or related paraphernalia from the training.

G. Removals

TPT reserves the right to remove a participant who is disruptive to training from any T/TA event at their discretion.

H. Technology and Technical Support

TPT will do all that we can to provide technical support to ensure adequate participation from all participants. However, there may be instances when virtual support will not resolve a participant's technology or connectivity issues. If problems with technology or internet connectivity prevent a participant from engaging in a training, TPT may ask the participant to exit the course and register for the training at a later date to provide enough time to resolve the issues. Zoom technical support can also be found at <https://support.zoom.us/>.

I. Accommodations and Accessibility

It is TPT's policy to promote a professional learning environment and provide equal opportunity access to all of our training courses. Our virtual T/TA platform, Zoom, provides closed captioning for participants to activate on-demand. TPT can make accessibility accommodations for a participant when we receive advanced notice (at least two weeks prior to the T/TA event), such as large print participant materials. To request accessibility accommodations or other accommodations, participants can include details of the need(s) within their T/TA event registration, or they can contact TPT directly via email (tpt@carecg.com) or by calling 1-888-878-0865 during normal business hours.

J. Continuing Education Hours/Certificates

Most TPT events provide participants an opportunity to earn Continuing Education Hours (CEHs) that are approved by the Texas Certification Board for Prevention Specialist (re)certification requirements.

Moreover, all TPT events that offer CEHs will address one or more **International Credentialing & Reciprocity Consortium’s Prevention Specialist Domains (P)**, cultural awareness-related (CA-R) topics, and/or ethics (E) topics. When Certificates of Completion include CEHs, they will include for which category (P, CA-R, or E) the hours qualify.

1. **Eligibility.** Participants who attend at least 85% of the training course, actively participate in the training, and complete the training evaluation will be eligible to receive a Certificate of Completion with Texas Certification Board-approved CEHs. TPT understands there may be uncontrollable instances when a participant may show up late, leave early, or must step away from a training. When this occurs, participants should communicate with the TPT moderator in the training or send an email to tpt@carecg.com.
2. **Evaluation Requirement.** Participants will receive a link to complete the training evaluation at the close of each training course. Participants who fail to complete the evaluation during the last five (5) minutes of the training course will also receive a reminder to complete the evaluation one (1) week after the training.
3. **Certificate Distribution.** No more than 30 days after a CEH-eligible T/TA event, TPT’s Continuing Education Coordinator will issue Certificates of Completion to all participants who meet the requirements outlined in J.1 and J.2 above. Distribution will occur via email directly to participants.
4. **Certificate Time Restrictions.** Participants who fail to complete a training evaluation within six (6) months of a CEH-eligible T/TA event will no longer qualify to receive a Certificate of Completion. The participant will have to re-take the training should they need to earn a Certificate of Completion with CEHs for that course.
5. **CE Provider Status.** Texas Prevention Training is a department of Community Advocacy Research and Evaluation Consulting Group, inc., which is an approved CE Provider for the **Texas Certification Board** (Provider number 2032-18). Additionally, TPT events that issue CEHs are designed to meet the CE standards of the **Texas State Board of Social Work Examiners** and **Texas Behavioral Health Executive Council**.

K. Concerns and Complaints

Please direct any concerns and/or complaints about T/TA events, content, materials, or disruptive participants to the TPT Team via email (tpt@carecg.com) or by calling 1-888-878-0865.

III. QUESTIONS

Please submit any questions about TPT's Virtual Training Policy via email (tpt@carecg.com).