

VIRTUAL TRAINING EXPECTATIONS

1. If you are no longer able to attend a training session for which you have registered, you are responsible for **CANCELLING your registration** utilizing the link provided in your registration confirmation. If you do not cancel your registration you will be listed as a NO SHOW. Three NO SHOWS for the year will result in a limitation of your ability to register for future sessions.
2. **Log-in BEFORE 9AM** to ensure you can access the training and to address any technical issues.
3. Plan ahead to have your **camera ON** during the training session. It is expected that you are fully engaged in the training session. Be sure to be in a location that is free from distractions and other noises.

All CWTA training participants must work with their supervisors to determine if they are able to work from home on training days.

4. If you must call into a session, notify the Child Welfare Training Academy at least ONE DAY BEFORE the session at cwta.training@dc.gov. We must be able to **verify attendance** and we cannot verify via telephone numbers. If you find that you must use your phone on the day of the session due to technical difficulties, please notify the trainer immediately.
5. Upon completion of a training session, you MUST **complete the Knowledge Check** by the CLOSE OF BUSINESS on the same day you complete the training. CWTA trainers will ensure you have at least 45 minutes at the end of each training session to complete the knowledge check. You will NOT receive a Certificate of Completion until this knowledge check is completed.

