

# VIRTUAL TRAINING GUIDELINES

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For your future success as a foster parent and the safety of the kids we serve, we require you to attend all virtual training using a **Desktop, tablet or iPad, or Laptop computer**. You must also have your **webcam active and be always visible to our trainers (if participating together, please move your device to accommodate all attendees)**.

If you cannot meet these requirements or have any questions, please contact your Area Director or Recruiter.

**Orientation (Pre-service) must be your first class.** Please register for and attend Orientation (Pre-service) first before registering for additional classes. Once you have completed Orientation you may register for the remainder of your pre-service training.

## Disclosure

**As of April 2022, Texas Minimum Standards for Child Placing Agencies allows for foster parents to receive up to 80% of the required annual training hours from self-instructional training and no more than 3 of those self-instructional hours may come from self-study training. Therefore, the rest of the annual required hours must be instructor-led, which allows interaction and opportunities for questions and added feedback from the trainer.**

**Below we have included some tips/requirements to help make our class a success.**

- Please ensure we can see all attendees on the screen to help us gauge participation and award credit for the training.
- Virtual training must be treated the same as in-person classroom training. Please refrain from watching television, working, being in the car/traveling, having conversations, etc. during class. The material presented is valuable in setting you up for success as a foster parent. You must be fully engaged and in a conducive learning environment. Please plan accordingly to ensure you can stay engaged.
- During class, each participant must have registered using separate individual email addresses and chat in your name or you will not receive credit for the class. Instructions on how to complete it will be given during class. If you have questions, please stay online at the end of class and the trainer will collect your information.
- Timeliness is important, if you are more than 5 minutes late you will **NOT** be awarded credit. You also must be on the training for the entirety of the class to receive credit.
- Class participation is key, and we want to hear from you. Please utilize the chat feature during all sessions.
  - When not speaking, please mute your audio.
  - Please be mindful of all chat communications as it is visible to all attendees.
- For multiple participants viewing together: Only individuals attending class will get credit for the class. Each participant must register using a separate email address to receive credit. You may not get credit for your partner and your partner may not get credit for you.
- You will have the best experience and be able to utilize all features of a computer. If you do not have access to a computer, you may access the session using the GoTo app, TEAMS, or ZOOM. Please stay on the line at the end of class to ensure you have been counted and given credit for the training.

- If technical difficulties are experienced and you are unable to rejoin the session, please email [fit.training@upbring.org](mailto:fit.training@upbring.org) immediately with a detail of your technical experiences.
- Please allow 1-2 weeks for the processing of all training sessions.
- Each participant must submit individual exams. Exams must be completed by each participant separately during the training session or within 72 hours of the training date.
- For all Upbring training sessions, a score of 80% or higher is needed to receive credit. After your third attempt, you will be required to retake the session.

**\*\*If you need to cancel your Registration, please click the link in the confirmation email or your local office.**