



Oregon Registry and Oregon Registry Trainer Program

Distance Learning Criteria

Report to Training Quality Committee September 2007

Purpose: *To define for trainers, Sponsoring Organizations, other training organizations, Oregon Registry applicants, mentors, advisors, and the broader childhood care and education community the criteria for distance learning training sessions accepted by the Oregon Registry*

Definition of “Distance Learning”: *Community based training (not for college credit) that is offered online, by correspondence, by self-study or in any other out-of-classroom format*

Distance Learning:

- Must link to Core Body of Knowledge and Core Knowledge Categories
- Must be offered for at least one clock hour of training
- Must include opportunities for participant reflection
- Must include opportunities for professional action planning by the participant
- Must include interaction or opportunities for conversations between the trainer of record or training organization and the participant
- Must include an opportunity for the trainer or training organization to evaluate the participant’s learning of content and to give feedback to the participant
- Must include documentation of determination of number of hours of training earned, based upon the content of the training and the “reasonable” amount of time that it should take someone to complete it
- Certificates must be issued by the trainer or organization based upon satisfactory evidence of completion of the training
- Must give the participant, after receipt of a certificate, an opportunity to evaluate the training content, format, opportunities for interaction with the trainer, and responsiveness of the trainer of record or the training organization

Requirements for Distance Learning Certificates:

- Must include the participant name, typed or written by the trainer or the training organization
- Must include the name of the training institution
- Must include the complete title of the training
- A brief description of the training session is preferred
- Must include the format of the distance training (online, correspondence, self-study, video, etc.)
- Must include the clock hours of training
- Must include the trainer’s name; trainer’s signature is preferred
- Must include the date of completion of training
- Must be issued by the trainer or the training organization only after satisfactory evidence of completion of the training