**Request for Approval to Temporarily Provide Training Using Virtual Methods**

Due to the inability to deliver in-person training during the COVID-19 emergency, OCFS will **temporarily** allow previously approved classroom training and newly approved virtual training to be delivered using a virtual platform. To request approval to provide virtual training complete and submit this questionnaire. The virtual training must be approved through the EIP Event Approval or Aspire Training Approval process and occur on or before **December 31, 2022**. This training must also be conducted by a Credentialed Trainer.

In order for training participants to receive OCFS regulatory training credit, the course must be approved through this process and scheduled in the PDP Early Childhood Education and Training Program Training Calendar and/or Aspire Event Calendar prior to delivery. The training must be submitted for approval prior to the scheduled delivery date. Backdated requests will not be given approval for regulatory training credit.

**Virtual Congregate Training**

For congregate virtual trainings, where training participants are using a shared device as a group, the trainer must take attendance at the start of the session, and issue individual training certificates to the participants upon completion. The Program Director must record the attendance on a physical sign in sheet, which should be kept on file in their facility.

Please submit your request to [EIP-TO@albany.edu](mailto:EIP-TO@albany.edu).

**Training Organization: Organization Aspire ID#**

**Contact Name:**

**Trainer Name(s) and Aspire ID#(s):**

**Respond to all the following questions:**

1. What courses are you proposing to provide using virtual training? Please provide specific title(s) and the proposed training dates. *A spreadsheet including this information may be attached if there are multiple courses.*

**Course Name(s):**

**Proposed Training Date(s):**

1. Has this course(s) been approved through EIP Event Approval or Aspire?
   1. *If approved through Aspire, please provide documentation of Aspire approval and/or Aspire Training course ID number, event # and trainer(s) Aspire ID#(s).* If Aspire information is missing, the course may not be identified as a virtual training eligible toward OCFS training requirements on the Aspire Training Calendar.

**Course ID (if Aspire):**

**Event ID (if Aspire):**

1. Describe the platform you will use to provide the training?
2. How many participants may enroll per class? How will you record their attendance?
3. How will participant engagement be accomplished online?
4. How will the instructor assess the participant’s learning?
5. How will you provide course materials to the participants?
6. Is technical support available to the participants before and during the session?
7. What is your understanding of your trainee population’s access to computer technology necessary to participate in the online training you propose?