

## 30 Hour Problem Gambling Training Participant Expectations

**By registering for this virtual training, you are agreeing to the following expectations:**

- I acknowledge that I must be present for the entire training session.
- I acknowledge that I will not share my device with another participant. All participants must log into their own classroom session on their own device.
- I acknowledge that I will access the training using a laptop or desktop device. I will not use a mobile device, such as a tablet or smartphone.
- I acknowledge that I have a video camera and microphone that can be used during this training and I will participate in classroom discussions.
- I acknowledge that I must answer all poll questions that are presented during the training, as well as participate in classroom discussions. If I do not maintain a satisfactory level of participation, I may not receive a certificate of completion.
- All assigned activities must be completed within outlined time frame.

**What do these expectations mean?**

- Participants must be present for the entire training. Being present includes not taking phone calls or having conversations with others in your office during the training. As with in-person trainings, participants may miss up to a total of 30 minutes of a training, over the course of all sessions that are scheduled – **not 30 minutes per session.**
- A working video camera AND microphone are required to attend the live virtual trainings. We expect everyone to participate in classroom discussions and small group activities. If the laptop or desktop being used does not have a microphone, it is acceptable to use the training call-in information to join the audio.
- All poll questions must be answered when presented. These are used to gauge participant engagement.
- Participants must log into classroom sessions using a laptop or desktop. There are features of the virtual training platform that are not available when using a mobile device (tablet or smartphone), such as the ability to download materials that are needed for the training.
- Throughout the training, there will be several activities that require self-paced research and written explanation – all assignments must be completed and turned in within the time frame that is outlined in the prior live session.

Failure to meet these expectations could result in a participant being removed from a virtual training and their attendance being marked as incomplete. A certificate of completion will not be issued in this situation.

If you cannot meet these expectations, DDAP recommends that you do not register for this virtual training. Please contact the DDAP Training Section if you have questions about the expectations, and we will help you determine whether virtual trainings are right for you.

Thank you,  
DDAP Training Section