

## 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 participate in all group discussions, breakout groups, poll questions and chat activity during the training.
- I acknowledge that I will complete all assigned activities within the outlined time frame.
- I acknowledge that the environment that I am in while attending the training will be conducive to learning and will be stationary.
  - Lying in bed, on a couch or lounging is NOT acceptable.
  - Working and not paying attention is NOT acceptable.
  - Traveling/operating a vehicle while attending is NOT acceptable – if I am witnessed traveling/operating a vehicle I will be removed from the session and not be able to continue until I am in a stationary location.

**What do these expectations mean?**

- The expectation of professionalism while attending virtual training is the same as if you were attending an in-person session.
- Participants must be present for the entire training. Being present includes participating in discussion and activities and not taking phone calls or having conversations with others in your office during the training. 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 must clearly be able to see all participants faces during the program. If the laptop or desktop being used does not have a microphone, it is acceptable to use the training call-in information.
- All poll questions must be answered when presented.
- 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