Community Action Partnership (CAP) Data Camp

Prior to Enrolling in this Learning Event

Community Action Partnership of Utah has contracted Acorn Evaluation to provide this learning event and is responsible for distributing the link and collecting individual payments (if applicable) from each learner. All prospective learners have access to the following learning event marketing information via this website page: CAP Data Camp Registration.

- Description of the learning event
- Session dates offered
- Day and times of the learning event
- Registration information
- Course designer qualification information
- Number of CEUs offered for successful completion of the course
- Access to the registration form

Success Criteria for this Learning Event

To earn the 0.5 CEUs associated with this learning event, each learner must:

- Register for this learning event using the form provided in the link above.
- Successfully complete the five-hour training event.
- Successfully participate in 85% of the in-class chat and break-out room activities.

Enrolling in the Learning Event

Learners complete the form provided on the following website page CAP Data Camp Registration to register for the learning event. Community Action Partnership of Utah has contracted Acorn Evaluation to provide this learning event. Registration is open to individuals selected by Community Action Partnership of Utah. Selected individuals must register using the website page above and meet all success criteria to receive CEUs for this learning event.

Prior to the Learning Event

1. A registration confirmation email is sent, from our Program Support Specialist, via HubSpot, immediately following the registration form submission. The email contains the following information:
   a. Learning Event Details: Learning Event title, days, and times of live classes, and a Zoom link.
   b. Learning Event Expectations: What to expect during the learning event and the requirements for successful completion.
   c. Learner Event Attestation Form Link: Statement of learner identity and participation https://share.hsforms.com/14sxDOFwwQ3qO424FzpLYtQbvsj1
   d. Acorn Evaluation Policies: Anti-Discrimination Policy, Intellectual Property Policy, and Proprietary Interest Policy.
   e. Learner Support Guide - Learning event details, support, and procedures.
2. The Operations Director continually manages the registration list via HubSpot, our Customer Relationship Management (CRM) software.

3. The Program Support Specialist is notified immediately when learners register for the learning event and can access the list anytime via HubSpot, our Customer Relationship Management (CRM) software.
4. The Program Support Specialist is responsible for populating a Learning Event Tracker and assigning Learner IDs to all learners continuously.
5. One week prior to the start of the learning event, learners will receive an additional email from the Program Support Specialist at Acorn Evaluation. This email contains the following information:
    a. Learning Event Details: learning event title, days, and times of in person classes and Zoom links.
    b. A "To-Do" list – for the week prior to the start of the Zoom learning event to include:
        i. Print or download the workbook (if applicable).
        ii. Pre-Class work to be completed (if applicable)
        iii. Zoom Link and suggested tips for Zoom success.
    c. Learner Event Attestation Form Link: Statement of learner identity and participation. https://share.hsforms.com/14sxDOFwwQ3qO424FzpLYtQbvsj1
    d. Requirements for successful completion of the Learning Event.
    e. Instructor information.
    f. Contact Information for our Program Support Specialist.

During the Learning Event

To provide a high-quality learning event, all learners are encouraged to fully engage in the chat as well as in the breakout rooms. A support mechanism will be established via private chat for learners who have technical or other support-related questions.

Following the Learning Event

The Program Support Specialist will provide a personalized *Final Learning Event Standing* to each learner via email, communicating their standing, within 7-10 business days after the final class. The email will include:
    a. Finalized information regarding if the requirements were met for earning the CEUs associated with this learning event.
    b. For learners who successfully meet all the requirements of the learning event, the email will contain instructions about accepting and sharing the Credly badge.
    c. For learners who do not meet all the requirements of the learning event, the email will contain information on options for re-taking the learning event.

Learning Event Evaluation

At the conclusion of the learning event, the Program Support Specialist sends the Learning Event Evaluation to learners to gather feedback about their experiences in the training.

To inform continuous quality improvement of the training, the instructional team reviews the Learning Event Evaluation results, discusses the results, and implements changes based upon this feedback as necessary.

Transcripts and Learning Event Materials

All learners have access to a variety of supports, including:

- A single PDF file of the Power Point Presentation, distributed via email to learners at the conclusion of the event.
- Zoom Meeting Closed Caption Transcripts, downloadable by the learners at the conclusion of each Zoom class.

Learner Records Policy

Acorn Evaluation, Inc. will retain its records in a manner that protects the privacy of all learners in learning events in which CEUs are awarded. The integrity and accuracy of these records will be ensured by a robust system of learner records. Records will be made available to learners upon the completion of their learning experiences and upon request. Requests can be submitted to the Program Support Specialist via this form link, https://forms.office.com/r/fi3B5VQQch

Learner Support, Counseling, & Advising

Any questions, concerns, or requests can be directed to the Program Support Specialist by email or phone. Learners can expect a response to all communications within 48 business hours. Additional support can be accessed by emailing support@acornevaluation.com.

As an IACET Accredited Provider, Acorn Evaluation offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard.