

## Virtual Data Camp for Head Start Professionals

### Prior to Enrolling in this Learning Event

All prospective learners have access to the following learning event marketing information prior to registration via our website: <https://acornevaluation.com/data-camp/>

- Description of each learning event
- Session dates offered.
- Day and times of each learning event
- Registration information
- Cost
- Course designer qualification information
- CEUs offered for successful completion of each course.
- Link to the registration page

### Enrolling in the Learning Event

Learners use the link provided on our website <https://acornevaluation.com/data-camp/> to submit their information and payment via our HubSpot CRM system. Payment via credit card, check, invoice, or Purchase Order (PO) are accepted. Acorn Evaluations' Director of Operation and CEO share responsibility for managing the payment collection. Once payment is received, learners receive an email, within three business days, confirming their enrollment. Registration is open to ANY self-selecting Head Start/Early Head Start professional.

### Prior to the Learning Event

1. One week prior to the learning event, the Operations Director submits a list of registered learners on the Learner Tracker to the Acorn Evaluation Program Support Specialist and CEO. The Program Support Specialist then assigns Learner ID numbers.
2. One week prior to the learning event, learners receive a welcome email from the Operations Director. The welcome email contains the following information:
  - a. Learning Event Details: learning event title, days, and times of live classes, and Zoom links.
  - b. Learning Event Expectations: What to expect during the learning event and the requirements for successful completion.
  - c. Learning Event Supports: Support services available for learners.
  - d. Learner Event Attestation Form Link: Statement of learner identity and participation <https://share.hsforms.com/14sxDOFwwQ3qO424FzpLYtQbvsj1>
  - e. Acorn Evaluation Policies Attachment: Anti-Discrimination Policy, Intellectual Property Policy, and Proprietary Interest Policy
  - f. Learner Support Guide Attachment

### During the Learning Event

To provide a high-quality learning event, all learners will be 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 Operations Director 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 IACET CEUs associated with this learning event.
- b. For learners who successfully meet all the requirements of the learning event, the email will contain a certificate of completion.
- 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 Operations Director sends the Learner Survey to learners to gather feedback about their experiences in the training.

To inform continuous quality improvement of the training, the instructional team reviews the Learner Survey 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 course material support that includes:

- 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 participants 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 Acorn Project Coordinator 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](mailto:support@acornevaluation.com).



Acorn Evaluation, Inc. is accredited by the International Accreditors for Continuing Education and Training (IACET) and offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. IACET is recognized internationally as a standard development organization and accrediting body that promotes quality of continuing education and training.