

# thread's Online Training Policies

*Effective February 1, 2021*

**thread** is currently offering all trainings online via Zoom. **thread's** online training policies help provide the best training environment possible and respect all learners.

## Registration

**To Register Online:** Visit [threadalaska.org/training](https://threadalaska.org/training). For instructions on how to register online, [click here](#).

**To Register by Phone:** Southcentral –907.265.3100 | Southeast –907.789.1235 | Northern Interior –907.479.2214

- Registration closes **two business days prior to the training start date**.
- Registration is on a first-come, first-serve basis until the maximum number of seats has been filled, or the class is otherwise closed.
- A training reminder email, with a link to access the online training, will be sent one business day prior to the training date. If you don't receive the reminder email, please check your junk folder. If you need further assistance, please contact **thread**:  
Southcentral –907.265.3100 | Southeast –907.789.1235 | Northern Interior –907.479.2214

## Payment

- All **thread** trainings are FREE until June 30, 2021.

## Waitlist

- **thread** does not offer a waitlist for full or closed trainings at this time.

## Cancellation

- If you register for training and are unable to attend, please contact **thread** to cancel your registration **as soon as possible** at:
  - Southcentral –907.265.3100
  - Southeast –907.789.1235
  - Northern Interior –907.479.2214

## What to Expect in the Online Classroom

- Plan to log-in 10-15 minutes before training is scheduled to begin.
- Please remain muted once training begins to prevent background disruption.
- Show respect for all other training participants by listening, asking questions as appropriate, participating in activities, and saving side conversations for breaks.
- Once you join the virtual training, your attendance is captured. Sessions are recorded.

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## Training Certification

- To receive training credit and a certificate:
  - You must be pre-registered for that specific training. Early educators who participate, but are not pre-registered, will not receive credit.
  - You must attend the entire training and demonstrate full participation. Partial credit is not given.
  - For classes that require a self-reflection, both the training and self-reflection must be completed.
  - You must complete the training evaluation within 24 hours of the training.
- If you recently attended a **thread** training and returned the training evaluation by the due date, you can expect to receive your certificate within 30 business days. If you need a transcript of other documentation sooner, please submit a transcript request form.
  - [Transcript Request Form](#) (English)
  - [Formulario de Solicitud de Transcripción](#) (Spanish)

## Multiple Attendees

- If you are sharing the same device with other educators attending the training, please provide each person's full name to ensure each qualifying educator gets credit.

## Questions, Feedback or Concern?

- If you have any questions, issues, feedback or concerns regarding training services, please [email thread](#).