MUST-DOs for Managing County-Level Registrations

1. **IT IS RECOMMENDED THAT INDIVIDUAL PARTICIPANTS ENROLL THEMSELVES** in training sessions in E-Track. However, those **COUNTY TRAINING LIAISONS** who continue to gather registrations **MUST ENTER ENROLLMENTS INTO E-TRACK AS THEY OCCUR** and absolutely **BEFORE THE SESSION START DATE**. The only individuals who should ever be registered retroactively after a session occurs are walk-in attendees (which should be very rare).

   Enrolling people ASAP into E-Track is essential in order for participants to receive essential E-Track notifications (i.e., enrollment, enrollment reminder, session change, session cancellation, and session evaluation survey, session completion and certificate) in time to be useful to the participants and the larger training program. Further, this is when county liaisons should complete E-Track Add-Person forms for any new hires within the OCWTP population without records in E-Track.

2. **SIGN-IN SHEETS MUST BE SUBMITTED TO RTCS WITHIN TWO DAYS OF THE SESSION END DATE**—whether scanned and emailed, faxed, or hand-delivered. This information is essential for RTCs to assign completion credit, and to back-enter any walk-in participants and ensure these walk-ins receive their emailed evaluation surveys.

3. The only OCWTP sessions in which paper evaluation surveys and certificates should be distributed in the classroom are Preservice sessions. The reason Preservice sessions still use paper forms is because Preservice participants do not yet have records in E-Track and won’t until they become licensed caregivers. **NO PAPER SURVEYS AND CERTIFICATES SHOULD BE DISTRIBUTED IN ANY OTHER OCWTP CLASSROOM SESSION, AS THEY ARE NOW ADMINISTERED ELECTRONICALLY THROUGH E-TRACK TO THE OCWTP POPULATION.** Guest participants who wish to complete an evaluation or receive a training certificate can do so by contacting their RTC.

4. **PARTICIPANTS HAVE A MAXIMUM OF SEVEN CALENDAR DAYS TO COMPLETE ONLINE EVALUATION SURVEYS** (potentially less if they are walk-in attendees enrolled after the fact). **RTCs PROCESS THE ROSTER 8-10 DAYS AFTER THE SESSION END DATE**, in order to allow participants the full seven days to complete evaluations. **IT IS THE PROCESSING OF THE ROSTER THAT GENERATES THE LEARNING COMPLETION (CERTIFICATE) NOTIFICATION**. Even if a participant completes an evaluation the day after the session, the participant will not receive a certificate notification until the roster is processed on the 8th to 10th day after the session occurs. Provided they have completed their surveys, RTCs can process the roster early for individual participants requiring an immediate certificate for licensure purposes.