

# Certification Program Orientation

## Cohort Format

# Welcome

The goal of this orientation is to provide you – the learner – with information on the following subjects:

- Learner Expectations
- Program Requirements

# LEARNER EXPECTATIONS

# Set of Learner Expectations

- The purpose of the OBFS Certification Program is to provide you with an opportunity for growth and development. Given the investment of time and resources, it is important that you are committed to and agree to the following expectations:

# Learner Expectations

- You must actively engage in all courses, activities and discussions. Your success in this program relies on your full buy-in and commitment; therefore, you must attend all required classes as scheduled for your cohort and complete all of your assigned coursework.
- You must print the Participant Guide (if applicable) and any other required materials and bring them to class.

# Learner Expectations

- In order to receive a certification, you must
  - 1) Complete knowledge checks for each course (where applicable.)
  - 2) Complete an evaluation for each course.
  - 3) Take and pass the final assessment.

# Learner Expectations

- Complete knowledge checks for each course (where applicable)
  - Upon completion of a course, you will be asked to answer a series of questions to demonstrate an understanding of the material covered in the course. The knowledge check is designed to help prepare you for the final assessment and is not graded.

# Learner Expectations

- Complete an evaluation for each course
  - Upon completion of each course, you will be asked to complete a course evaluation. The valuable feedback you provide will assist with evaluating course content, the effectiveness of the instructor, and the overall success of the Certification Program.



# Learner Expectations

- Take and pass the final assessment
  - Upon completion of the certification track, you will be asked to take and pass a final cumulative assessment with a score of 80% or higher. This assessment will be open book and you will have an unlimited number of attempts to pass.
  - After you pass the final assessment, you will receive a certificate from OBFS.

# Learner Expectations

- You are expected to be respectful of other participants and their contributions to the program.
  - You are expected to listen actively to other participants.
  - You are expected to be open to, and accepting of, other participants' varying levels of knowledge and experience.

# Learner Expectations

- You are expected to be respectful of all instructors.
  - You are expected to arrive to class on time.
  - You are expected to pay attention during the class.
  - You are expected to silence cell phones during the class.

# Learner Expectations

- Transportation, mileage, parking, and parking fees are your responsibility.
- You will be responsible for providing your own lunch.

# PROGRAM REQUIREMENTS

# Program Requirements

- You must attend the entire class period for all instructor-led sessions. If you need to miss a class, leave early, or arrive late, you must contact the OBFS Certification Team by sending an email to [obfscertification@uillinois.edu](mailto:obfscertification@uillinois.edu) with your name and the date of the expected absence.
  - For unexcused absences, your department will be charged a fee of \$25 per unexcused absence.
  - You are allowed one absence. Two absences, excused or unexcused, may result in your removal from the program.

# Program Requirements

- Technology requirement
  - To access web-based components of certification courses, you must use one of the following web browsers:
    - Google Chrome
    - Mozilla Firefox