



ARDL Consortium Facilitator Training 2011-2012 Process and Registration

- According to policy, facilitator certification is required to receive courses within the ARDL Consortium to enable the facilitator to support an effective learning environment for distance learning students.
- Registration for New and Experienced CIV Facilitators is available on each content provider's website. These websites can be found on the ARDL Portal (ardl.k12.ar.us).



New CIV Facilitators – Any facilitator who is new to the CIV distance- learning classroom should attend the Facilitator Training provided by the local area Education Service Cooperative on August 11, 2011. This training consists of a one-day, face-to-face, training that covers the basics of distance learning, hands-on CIV equipment training, and an introduction to *MOODLE* for online module completion. In addition, new facilitators will be responsible for completing an online curriculum addressing classroom management, responsibilities of a facilitator, classroom environment, etc., as a follow-up to the face-to-face training. Directions for accessing the online modules will be given in the face-to-face training. Once the new facilitator attends the face-to-face training and successfully completes all online modules, he/she will receive a certificate of completion and be entered into the Arkansas Department of Education's state-wide database.



Experienced CIV Facilitators – Any facilitator who has NOT received the Arkansas Department of Education Distance Learning Facilitator Certification provided by their local cooperative distance learning coordinator should proceed as New Facilitators and follow the instructions above. Any experienced facilitator who has already received a certificate from their local cooperative and ADE does NOT have to attend the face-to-face training but is welcome to do so. Experienced facilitators have the option to complete online modules designed for experienced CIV facilitators in order to enhance their skills as a facilitator. Experienced facilitators will receive directions for accessing the online modules once they register as an experienced facilitator using the registration form.



Arkansas Virtual High School Facilitators: Any district using AVHS for courses should ensure all facilitators register for *Blackboard* training. This training consists of an on-line webinar with real-time training, as well as Q & A session, followed by an introduction to Blackboard online module completion. The modules will address classroom management for the asynchronous environment, responsibilities of a facilitator, classroom environment, required technology and program downloads, etc. Once the facilitators attend the webinar and complete all online modules, he/she will receive a certificate of completion and be entered into the ADE state-wide database of certified facilitators. Registration for this training will be coordinated by AVHS staff.