

# Checklist for School Age Basics

## COURSE CHECKLIST

### PLEASE COMPLETE IN THE FOLLOWING ORDER:

- ☐ **Register for online School-Age Basics. Attend the OPTIONAL live-facilitated virtual School Age Basics orientation OR jump into the required Welcome to School Age Basics in 360Learning.**  
*Participants will receive an email from 360Learning for registration. These will be sent on Mondays by 5pm during open registration for a session.*
- ☐ **Complete the 10 Online Chapters** in 360 Learning within 6 weeks.  
*All coursework must be reviewed and validated by an instructor to count toward the certificate.*
- ☐ **Sign Up & Participate in the mandatory Live Closing Reflection.** Closing Reflection registration will be available through the 360Learning platform once prior steps have been completed.

## COURSE DETAILS

- **THREE STEPS TO COMPLETION:** All 3 steps above are required to receive STARS Credit and a Certificate of Completion. See checklist above.
- **REGISTER for School Age Basics:**
  - Register for a School Age Basics session.
  - **Complete all 10 online chapters in 360Learning.**
  - Register AND attend a **Closing Reflection**. Sessions are available as follows:
    - **2nd** Thursday of each month | 6:30 PM – 8:00 PM
    - **4th** Saturday of each month | 10:00 AM – 11:30 AM
- **SELF-PACED CURRICULUM:** The curriculum in 360Learning is **self-paced and flexible to your schedule**
  - SOWA recommends completing the curriculum within **the first 4 weeks of access** to the training and no longer than 6 weeks after accessing 360Learning. If 6 weeks pass without completion, you will be removed from the platform and required to retake the entire course from the beginning.
  - Be aware that it can take up to **10 business days** for an instructor to validate your work. **Instructors must be able to review, validate and return any work for correction within the 6-week timeframe.** Please complete all online work within a reasonable timeframe.
- **STARS CREDIT AND CERTIFICATE OF COMPLETION:**
  - Certificate of Completion and STARS credit reflection in MERIT will occur by the 10<sup>th</sup> of the month (if this falls on a holiday or weekend, it will be updated on the following business day) AFTER all coursework validations have been completed by the participant and the instructor.
  - **All THREE (3) steps *MUST* be completed to receive MERIT credit AND a Certificate of Completion.**

Please see our FAQs for School Age Basics for answers to additional questions.

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**QUESTIONS? Contact us at [training@schoolsoutwashington.org](mailto:training@schoolsoutwashington.org).**