

Checklist for School Age Basics

COURSE CHECKLIST

PLEASE COMPLETE IN THE FOLLOWING ORDER:

- Register for ‘Online School-Age Basics’.** Attend the **OPTIONAL live-facilitated Kick-Off OR complete the required School Age Basics Kick-Off course in 360Learning.**
Participants will be given access to the online courses in the 360Learning online platform every Monday by 5pm during Open Registration for your session.
- Complete the 10 Online Chapters** in 360Learning by your session’s deadline. *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 Online School Age Basics:**
 - Register for a School Age Basics session.
 - **Complete all 10 online chapters (all courses) in 360Learning.**
 - Register AND attend a **Closing Reflection**. Sessions are typically 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
 - > *Please note dates may be adjusted due holidays or observances*
- **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** and no longer than 6 weeks after accessing 360Learning. If the deadline passes without completion, you will be removed from the platform and required to retake the entire online 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, or return any work for correction by your session deadline.**
- **STARS CREDIT AND CERTIFICATE OF COMPLETION:**
 - Certificate of Completion and STARS credit reflection in MERIT will occur by the 10th 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 FAQ for School Age Basics for answers to additional questions.

QUESTIONS? Contact us at training@schoolsoutwashington.org.

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