AELG Online - Frequently Asked Questions

1. I am the owner or director and would like to register my staff for the upcoming session of AELG Online. Is it possible for me to register my center as a group?
   No. Our online system does not allow group registration. Each person who registers must click the registration link on our website and complete their own registration form individually. Registration submitted on behalf of someone else will not be accepted.

2. Is the online version of AELG the right fit for me, or should I take the in-person version of AELG?
   AELG online is recommended for those who are comfortable accessing the internet, regularly communicating via email, and are self-motivated to complete a 7-week online training. The in-person version of AELG, available through your local training agency, is a great way to complete the training if you do not meet the above requirements.

3. Do I need to log into AELG Online at specific times during the day, evening, or week to complete the weekly sessions?
   No, you do not have to login at specific times. AELG Online is asynchronous. You may log into the class at your convenience, day or night, to complete each weekly session. However, you must login and complete the session each week before it closes. If you do not complete the weekly session before it closes, you will be removed from the class.

4. Can I work ahead? I finished the session for this week. Why can't I access next week's session now?
   AELG Online is a 7-week class, broken into 7 individual weekly sessions. Each of the 7 sessions will be accessible to you for one week at a time. Once it is made available, you must complete the current week's session entirely in order to proceed to the next week's session. If the session is incomplete, you will be unable to proceed. This is a DHR-designed training, and APT is expected to facilitate it according to the guidelines that are in place statewide. Therefore, working ahead in AELG online is not an option. Again, session completion is required weekly and based on every person participating and interacting with classmates in the discussion forums within the same weekly timeframe.

5. How do I complete the weekly assignments in this course?
   - **Step 1:** Submit the weekly pre-test.
     You do not have to score a certain grade for the quiz to be considered complete, but the pre-test must be completed and submitted at the start of every weekly session. Your score will be seen only by you. We use pre-test scores to measure training outcomes. However, submitting your pre-test every week determines your participation grade.
   - **Step 2:** Read the content on every slide for each weekly session.
   - **Step 3:** Complete the Discussion Forum assignment weekly. You will find step-by-step instructions inside each session's discussion forum, along with an example to serve as a helpful assignment guide. You will not be able to proceed to the next week's session if your discussion forum assignment is incomplete.
   - **Step 4:** Submit the weekly post-test. See pre-test information above. The same applies to the post-test.

6. How do I confirm that I have completed my required weekly assignments? There are several ways to confirm session completion:
   - To confirm that you have completed each weekly discussion forum assignment, look for two green highlighted "done" checkmarks at the top of the forum. Alternatively, if your assignment is incomplete, you will see a "to do" indicator at the top of the forum.
   - To confirm that you have completed your weekly pre-test and post-test, check your gradebook.
   - Ask your course facilitator! You will be given their contact information, and they will encourage you to reach out during the 7-week class.

7. What if I am not able to complete a weekly session before it closes?

First, I encourage you to set a reminder each week to ensure that you will always complete each session before it closes. However, If an unexpected circumstance arises and you will not be able to complete the session before it ends, you will be

removed from the class. AELG Online is offered every quarter, so you will be able to register again at a time that is more convenient for you.

8. Will I receive an individual certificate each week after completing each session in AELG Online?

No. You will not receive a **weekly** certificate of completion for the online version of AELG. Upon completion of the entire 7-week course, you will receive the following documents:

- One printable certificate document of completion for 18 DHR training hours, which will be emailed to you from APT to your personal email address, which you submitted when you registered for this class.
- One official AELG Credential, which will be shipped from the office of DHR in Montgomery to your home mailing address, which you submitted when you registered for this class.

9. When will I receive an email from APT with my printable certificate for 18 training hours?

You will receive an email with your certificate attached within 10 business days of the course closing. You may use this document to show proof of AELG course completion if needed until your official credential arrives in the mail from DHR.

10. When will I receive my official AELG Credential in the mail from the office of DHR?

Assuming you provided your current, complete, correct mailing address, DHR will be shipping your official AELG Credential to your home mailing address, which is the address you provided when you registered for this class. Your credential will be mailed from the office of DHR in Montgomery via the U.S. Postal Service. You can expect to receive your credential in the mail within 12 weeks of the course ending.

11. What is the breakdown of DHR training hours for AELG Online?

DHR Training Categories:
Training Level: Basic
Target Age Group: Infants, Toddlers, and Preschoolers
Training Hours: 18 training hours
DHR: CD, CCPF, QCCL, PDG, LD, HSUP
CDA: 1,2,3,4,6,7,8
CKA: CGD, COA, ICFC, DIV, HSN, PPD
CCDF: 13,15,16,17,18,20
The Alabama Early Learning Guidelines were developed by DHR to promote continuity of high-quality care and learning for children ages 0-5. The AELG online course consists of 7 training sessions with readings, activities, and online discussions. Each session is a guide for understanding child development and for implementing best practices in order to prepare children for success in school and in life. Participants who complete this 7-week course will receive 18 training hours and the training Award Credential issued by the Alabama Department of Human Resources. (If you have received this credential through the AELG face-to-face training, or if you have completed this course online, you will not receive credit for this course.)