

**CAMERA****E-training guidelines and registration information**

E-training offers the opportunity to complete CAMERA Assessor training online, at your own pace during those 'in-between hours'. Once you have registered and paid, you will receive access to Course 1, which introduces you to CAMERA and allows for decisions on whether or not you are the right individual to become a CAMERA Assessor. If you choose to complete CAMERA certification, you will be enrolled in Course 2 and training materials will be mailed to you. Upon completion of Course 2, participants must complete one Placement and one Stage assessment that will be marked and reviewed by the CAMERA Trainer before certification will be granted.

	CAMERA Part I Training	CAMERA Part II Training
Course description	Part I training provides an in-depth introduction to the CAMERA series of assessments. In addition to viewing assessment content, participants learn how and why CAMERA is used. Part I is organized into five self-paced modules. Each module contains a lesson with training content and a quiz that provides an opportunity to check for understanding and review key concepts. All training activities are completed online. On average, it takes most participants between four and six hours to complete Part I.	Part II training provides an opportunity to practise administering and scoring CAMERA assessments both within and outside the online environment. Part II is organized into four self-paced modules. Each module includes lessons and assignments. At the end of each module, the facilitator reviews participants' assignments and scoring activities and provides feedback before releasing the activities for the subsequent module. Part II training ends with a two part certification assignment. On average, it takes most participants between eight and ten hours to complete the online activities. Additional time is required to complete off-line activities, including administering and scoring CAMERA assessments, and completing the certification assignments.
Who can apply?	Part I training is for individuals interested in becoming certified to administer and score CAMERA.	Part II training is for individuals who have completed Part I training and who are interested in becoming

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	Part I is also available to administrators and managers who plan to have a key role in facilitating the adoption of CAMERA by an agency.	certified to administer and score CAMERA.
What skills do participants require?	Participants must be able to manage self-directed online learning content. If questions arise, participants can communicate with the facilitator by email. Participants will: • Log into PTP's Moodle site using a password • Navigate through lessons by reading content and viewing documents and images • Answer multiple choice questions online	Participants must be able to manage self-directed online learning content while managing printed materials. If questions arise, participants can communicate with the facilitator by email. Participants will: • Log into PTP's Moodle site using a password • Print training materials for use during training • Complete assignments that require written reflections • Navigate through lessons by reading content, viewing images and entering answers • Download, complete and upload Excel files • Download and read feedback from the facilitator
What are the technical requirements?	The following operating systems are recommended: • Windows XP Service Pack 3 • Windows Vista Service Pack 2 • Windows 7 • Windows 8.1 • Mac OS 10.6 or higher The following browsers are recommended: • Internet Explorer • Firefox	Participants will require the use of a computer that has MS Office software (MS Word, MS Excel) installed. The following operating systems are recommended: • Windows XP Service Pack 3 • Windows Vista Service Pack 2 • Windows 7 • Windows 8.1 • Mac OS 10.6 or higher

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	• Chrome • Safari	The following browsers are recommended: • Internet Explorer • Firefox • Chrome • Safari
What materials do I need?	You do not need any additional materials outside of the content presented in Moodle.	You need a copy of the CAMER User Guide. The CAMERA User Guide will be mailed to you once you are enrolled. All other training materials are viewed, downloaded or printed directly from the Moodle course.
How much does it cost?	Part I training is offered for a fee of \$125, which includes a \$50 administration fee. This fee is waived for individuals employed in literacy programs and employment services funded by Ontario's Ministry of Training Colleges and Universities. Payment can be made online or by cheque once PTP has approved the application.	Part II training is offered for a fee of \$875. This fee covers administration, materials including a test kit, facilitation and certification costs. Payment can be made online or by cheque once PTP has approved the application.
What happens if I want to withdraw from the course?	You will need to notify PTP in writing if you want to withdraw. If you withdraw from Part I before beginning the training, you will receive a full refund less the \$50 administration fee. If you begin the training, you will not receive a refund. Refunds will be made by cheque, regardless of your method of payment. Please allow 2-4 weeks for refunds to be processed.	You will need to notify PTP in writing if you want to withdraw. If you withdraw from Part II before beginning the training, you will receive a refund of 90%. If you withdraw before starting module 2, you will receive a refund of 60%. *Refunds will only be issued once all training materials have been returned to PTP. If you continue past module 2, you will not receive a refund. However,

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		you will be reimbursed \$32 for the User Guide upon returning it to PTP. Refunds will be made by cheque regardless of your method of payment. Please allow 2-4 weeks for refunds to be processed.
How do I access the training?	1. Begin by completing the registration form. PTP will review applications within one week and contact applicants as necessary to determine whether eligibility criteria have been met. PTP reserves the right to make the final decision about an applicant's eligibility. 2. Receive approval from PTP indicating that your application was accepted 3. Pay the training fee (if applicable) 4. Receive enrolment instructions by email from PTP 5. Follow instructions in the email to access the training	
How long do I have to complete the training?	You have four weeks from the time you are enrolled to complete Part I training.	You have eight weeks from the time you are enrolled to complete Part II training and the certification assignments. No more than eight weeks can elapse between completing Part I and beginning Part II training.
What happens if I do not complete the training in the time allowed?	You will automatically be disenrolled after the set time elapses. If you want to continue, you will need to notify PTP and pay the associated fees again.	

For additional Information contact Heather Paterson, heatherp@ptp.ca or Teneile Warren, teneilew@ptp.ca

[Register here](#) to get CAMERA certified!