



Hybrid Live Stream SOS Training Course Requirements, Guidelines & Instructions for SOS Certificate of Completion

These Requirements, Guidelines & Instructions have been created to ensure that participants of the SOS Approach to Feeding Hybrid Live Stream Training Course meet all the learning outcomes necessary to begin correctly using and safely practicing the SOS Approach to Feeding program.

Participants MUST meet all of the following requirements in order to attend the Hybrid Live Stream SOS Training Course:

1. Attendance Requirements

This Hybrid SOS Training Course (5 Days) has a 100% Attendance requirement. Registrants are expected to complete a prerequisite, pre-recorded 9-hour Online Segment at least 1 week prior to attending the Live Stream Segment of the course.

Online, Independent Study Segment (Pre-Recorded)

- Registrants will receive an email with instructions for accessing and completing the 9-hour prerequisite pre-recorded Online Segment of the Hybrid SOS Training Course 2 months prior to Day 1 of the Live Stream Segment of the course.
- Registrants will have until one week before Day 1 of the Live Stream Segment of the course to complete the 9-hour prerequisite Online Segment.
- Any registrant who does not watch the full duration of the prerequisite 9-hour Online Segment (verified by a third-party system) and/or does not pass the 5 Chapter tests with at least 80% accuracy by at least 1 week prior to Day 1 of the Live Stream Segment of the course, will be contacted by the SOS Course Administrators. They will work with the registrant to ensure the requirements for this segment of the Training Course have can be met in order for the registrant to be allowed to attend the Live Stream Segment of the Training Course.

Live Stream Course Orientation (Pre-recorded)

- As part of completing the 9-hour prerequisite Online Segment, participants must also complete a pre-recorded Orientation Meeting at least 1 week prior to the start of the Live Stream Segment of the course (estimated 30 minutes)
- The purpose of this Orientation is to ensure that you understand the logistics, policies, and administrative management and technical support for the Live Stream Course, as well as the equipment and food items you will need to successfully complete the physical exercise components required as part of the Training Course.

Live Stream Segment (Live, In-Person via Zoom)

- During the Live Stream Segment of the course, participants are expected to attend the course and participate fully for the entire length of each day (7:30 AM to 5:00 PM on Day 1, 8:00 AM to 5:00 PM on Days 2-3, and 8:00 AM to 3:15 PM on Day 4) in order to receive their Certificate of Completion and

to be allowed to use the SOS Approach to Feeding program. Participants will miss crucial information needed to be able to correctly use the SOS Approach to Feeding program if they come late or leave the course early on any of the days.

- Participants who arrive late or leave early on any day **because of an unexpected emergency** must immediately make arrangements with Dr. Toomey to make up any missed time. If the participant does not make up the time, they will not receive a Certificate of Completion or continuing education credits and they will not be authorized to use the SOS Approach to Feeding Program.

2. Technical Requirements

- A computer is the preferred device for participating in this Live Stream Training Course. A tablet may be allowable if it is hard-wired directly into an Internet connection via an Ethernet cord. **Taking the course on a phone is not permitted under any circumstances.**
- **We highly recommend hard wiring your computer directly into the internet connection via an Ethernet cord if at all possible.** Wi-Fi connections to the internet are often not always sufficient to provide enough clarity to stream videos and Speaker demonstrations. In addition, Wi-Fi connections often cause many technical problems resulting in too much time lost from the course.
- A working webcam on your computer is required (most laptops have the camera embedded).
- Headphones/earbuds to listen to the course from your device are suggested to provide you with the clearest signal and the least amount of background noise and static interference.

“Tech Check” Meeting (Live, In-Person via Zoom)

- **ALL PARTICIPANTS ARE REQUIRED TO ATTEND A 15 TO 20-MINUTE “TECH CHECK” MEETING LIVE VIA ZOOM** the week prior to the Live Stream Segment of the Training Course.
 - Your “Mandatory Next Steps” Email sent 1 month prior to the course start date will include a link with the dates and times available to register to join one of these scheduled meetings.
 - Once registered for a “Tech Check” meeting, you will receive an automated confirmation email with the details to join the meeting via Zoom.
 - **IF YOU DO NOT RECEIVE THE “MANDATORY NEXT STEPS” EMAIL AT LEAST 3 WEEKS BEFORE THE START OF THE LIVE STREAM COURSE, PLEASE FIRST CONFIRM THE EMAIL THAT WAS USED TO REGISTER AND CHECK YOUR JUNK/SPAM FOLDER. IF NO EMAIL FROM US HAS BEEN RECEIVED, YOU ARE RESPONSIBLE FOR CONTACTING US AT INFO@SOSAPPROACH.COM TO OBTAIN YOUR “MANDATORY NEXT STEPS” EMAIL.**

On Day 1, all course participants will be required to sign onto Zoom by 7:30 AM PACIFIC TIME to listen to important Announcements regarding the administration of the course and how to meet your attendance and Continuing Education requirements. In addition, this time will allow you to resolve any technical issues you may be having PRIOR to the start of the course.

In order to keep the Live Stream Training Course on schedule, please sign in to the Zoom platform at least 10 minutes prior to the start of each of the other course days. This will allow our staff to resolve any technical issues you may encounter while keeping the course on schedule.

3. Course Guidelines and Expectations

In order to comply with professional Continuing Education Associations and SOS Approach to Feeding attendance requirements, the following methods will be used to verify that participants are learning the materials and actively participating throughout the entire SOS Approach to Feeding Live Stream Training Course:

- **There is a 100% Attendance Policy in place for all participants.**
 - Arrangements are expected to be made to ensure all family and childcare responsibilities are met by others, similar to if the participant was attending an in-person course.
 - No appointments which will remove the participant from the course for more than 10 minutes maximum during the lecture part of the course are allowed; work, personal, or medical.
 - We will not provide a recording in lieu of attendance during any of the Live Stream course days aside from very short amounts of time missed due to an unexpected emergency.
 - It is at the discretion of the SOS Professors whether it will be possible to arrange to make up time missed because of an unexpected emergency depending on the circumstances and length of time that was missed from the course
- **Course participants are required to Sign In to Zoom each day.**
 - The sign-in process will mirror the typical sign-in/sign-out requirements which are set forth by Professional Associations (ASHA, AOTA, and CDR) and used in the SOS Approach to Feeding's In-Person Training Courses.
 - This information will be tracked and provided to each appropriate professional Continuing Education Association to meet continuing education credit standards.
 - If the participant has not signed in, an SOS Course Administrator will contact the participant to identify and problem-solve any potential technical issues interfering with login.
 - **If you are encountering any technical issues, we have support staff available to assist you. Please contact us at info@sosapproach.com or by texting or calling (720) 672-1143 as soon as possible.**
 - If the participant has not signed in and the issue is determined to be something other than a technical issue, an SOS Course Administrator will work with the participant to determine a plan for resolving the issue.
 - Participants are REQUIRED to arrive on time for each day of the course and to attend the course in its entirety (see Attendance Policy above).
- **Course participants will be expected to answer 7-10 Test Questions twice each day** to demonstrate an understanding of the materials presented.
 - Schedule of test questions
 - Beginning of Lunch (12:00 PM-12:15 PM)
 - End of the day (5:00 PM-5:15 PM Days 1-3 and 3:15 PM-3:30 PM on Day 4)
 - Tests will be administered via the **Hybrid SOS Training Course Testing Dashboard**. Participants will receive a link to the Testing Dashboard in their "Mandatory Next Steps" Email. At the start of Lunch and at the end of each course Day, participants will need to open the Testing Dashboard link to take their test. Participants are expected to submit their answers prior to starting their lunch break or leaving for the end of the day. Answers will be reviewed and scored by SOS Approach to Feeding Course Administrators.
 - Participants who do not answer the questions for each section will be contacted by an SOS Approach to Feeding Course Administrator to problem-solve any difficulties on the participant's part in answering the questions.
 - **To receive a Certificate of Completion (via email), participants must receive a passing score of 80% or higher on each of the tests.** If a participant does not pass after the second attempt, they will be contacted by an SOS Approach to Feeding Course Administrator to identify the next steps.

- **Participants will be expected to engage in Teaching Exercises as demonstrated and taught in the course.**
 - The Postural Stability Exercise will require you to sit in a typical office/kitchen chair.
 - The Breathing Exercise will require you observe one of the SOS Professors, as well as engage in a short, shallow breathing exercise yourself.
 - The Developmental Food Continuum/Oral-Motor Exercises will require you to follow an SOS Professor in practicing with and eating various foods. **THE FOOD REQUIREMENT LIST IS INCLUDED IN THE “MANDATORY NEXT STEPS” EMAIL**, sent 1 month prior to the course start date.
 - The Food Hierarchy Exercise will require that you create and submit a Food Hierarchy to the SOS Professors.
 - The Steps to Eating Hierarchy Exercises will require you to play with food.
 - As part of this course, you will be seen and be able to see your colleagues participating in these physical exercises.

- **Course participants will be expected to submit comments via the Zoom Chat Box in response to questions asked of them by the Speaker at least twice and up to four times daily. These Comments will include your reactions to the Teaching Exercises.**
 - If participants do not submit a comment within 5 minutes, an SOS Approach to Feeding Course Administrator will contact the participant to problem-solve any difficulties on the participant's part in providing their comments.
 - Please make sure that you are monitoring your Chat Box and cell phone after Questions and Exercises in case a Course Administrator is trying to reach you.

- **Participants will be required to have their computer camera on throughout the Live Stream Course to help verify attendance and participation in the Teaching Exercises.**
 - We certainly understand that you may need to step away from the course for a moment. However, please be aware that you will miss important course materials if you are away from your computer and the course for more than a few minutes at a time. Therefore, we strongly encourage you to wait until the scheduled breaks if possible.

- **Participants must provide a contact number and email address WHERE YOU CAN BE REACHED DURING THE COURSE to the SOS Course Administrators in case a Course Administrator needs to contact you.**
 - If you register with your work phone number and/or your work email address and you will be NOT checking those numbers/email during the course, you will need to send a personal phone number and a personal email address to us at info@sosapproach.com. Please tell us which course you are planning on attending so we can make sure your information is logged in for the correct course offering.

**** Participants are expected to attend the course and participate fully for the entire length of each day (7:30 AM to 5:00 PM Pacific Time on Day 1, 8:00 AM to 5:00 PM Pacific Time on Days 2-3, and 8:00 AM to 3:15 PM Pacific Time on Day 4) in order to receive their Certificate of Completion, any continuing education credits, and/or to be allowed to use the SOS Approach to Feeding program. Participants will miss crucial information needed to be able to correctly use the SOS Approach to Feeding program if they come late or leave the course early.**