

Frequently Asked Questions, Non-Credit Training Requirement:

How is an hour of training defined? What if it takes me longer than the posted hours or I finish early?

Any trainings that CEHC list as approved trainings will designate the number of hours that it will count for (i.e. Excelsior Challenge = 10 hours, etc.). Most of these are determined by the organization offering the training, based on average completion time. You may finish faster, or it may take you slightly longer, but in either case you will earn the number of hours that are posted.

How do I prove that I completed a training?

All approved trainings will include information about how to demonstrate completion. In most cases there will be a completion certificate that you are awarded when you finish which you will submit upon completion. In some cases, like certain in-person trainings, there will not be a completion certificate and instead there will be a specified point of contact who will sign off on your “training certification form”, indicating that you participated fully in the training, the number of hours it lasted, and the date. If you plan to participate in a training that is not on the pre-approved list, consult first with the Director of Experiential Learning to determine how to prove completion and evaluate the hours.

How do I create my training portfolio?

Upon declaring the major you will work with your advisor and the Director of Experiential Learning to set up your training portfolio and to discuss the trainings that you ought to take to support your academic interests and career goals. Most training on the approved list provides a proof of completion with a number of hours completed and date. If you complete a training that does not automatically generate or provide a proof of completion, you should fill out the CEHC Training Certification form, have it signed by the training provider, and submit it to the Director of Experiential Learning.

What if I want to do a training that is not on the approved list?

If you’d like to do a training that is not on the approved list you are strongly encouraged to consult the Director of Experiential Learning *before* taking the training. Bring a description of the training, information about the organization hosting and delivering the training, and documentation of the number of hours you expect it will last (many trainings, especially those that count toward certain continuing professional development hours, will post the number of hours it is worth – otherwise an agenda or schedule will also work). Indicate whether a certificate is issued at the end of the training, or list a point of contact who can certify your participation (you may need to call or email the host to get this information). Approval from the Director of Experiential Learning is required to earn hours for training not on the pre-approved list.

What if I want to receive credit for a training that I already took that is not on the approved list?

It is strongly encouraged that you seek approval from the Director of Experiential Learning *before* participating in a training that is not on the list. In the event that you did not receive prior approval you may still go through the same approval process described above to request that your hours count. However, it is not guaranteed that you will get approval or that you will have the documentation needed which is why you are strongly encouraged to consult and get approval in advance.

If I take a training as part of an internship or class can I count these hours toward my requirement?

Yes, if you complete any of the approved trainings in the context of your job, internship, class or other context, and you provide the required documentation, you may use those hours. If you do a training not on the list that you think should count you may follow the same approval process described above.

I took an online course about emergency management, can I count the hours put into the course as training?

No. Online academic courses (including MOOCs) do not count toward the training requirement. Training involves an identifiable performance and/or skill that has to be mastered and practice is required for the mastery of it.

I volunteer for an EMS squad for about 10 hours per week. Can I count this service toward the training requirement?

No. Training involves an identifiable performance and/or skill that has to be mastered and practice is required for the mastery of it. Service is general experience rather than aiding the mastering of a specific skill. However, if your EMS squad requires you to complete a training that appears on the list of approved training, with proof of completion these specific hours can count toward the training requirement.

I have completed my internship requirement. This summer I plan to intern at DHS. Can I count the hours of my DHS internship toward my training requirement?

No. Internship experiences are job-related and provide students with an opportunity to for professional work experience in a career field. In contrast, training involves an identifiable performance and/or skill that has to be mastered and practice is required for the mastery of it. Internships provide general work experience rather than aiding the mastering of a specific skill. However, if your employer requires you to complete a training that appears on the list of approved training, with proof of completion these specific hours can count toward the training requirement.

What if I do not complete my trainings – can I still graduate?

Completion of 100 hours of training and documentation of those trainings in your training portfolio is a graduation requirement, and without completing your graduation requirements you will not receive degree clearance. Your degree award date will be the semester in which you complete all requirements, and degrees are awarded in May, August, and December (you may find degree conferral dates and deadlines at this link: http://www.albany.edu/registrar/academic_calendar.php). To make sure that you are on track to complete your hours on time, you are required to meet with the Director of Experiential Learning before registering for classes in your second-to-last semester, and again before registering for your last semester of classes. The coordinator will work with you to devise a workable strategy to complete your hours on time, and will provide any support or guidance you need to complete this milestone. However, just as it is ultimately any student's responsibility in any major to register for and pass all of his or her required courses in the major to graduate, it is also ultimately your responsibility to complete this milestone in order to graduate. It is important that you take this requirement seriously, just as you would any other courses or requirements for your program.