

Data Analyst Certificate

Prior to Enrolling in the Learning Event

All prospective learners have access to the following learning event marketing information prior to finalizing registration via our website: <https://acornevaluation.com/data-analyst-certificate/>:

- Description of the learning event
- Session dates offered
- Day and times of the learning event
- Registration information
- Cost
- CEU information
- Link to the registration form
- Link to Learner Support Guide, including criteria for success
- Link to Acorn Policies

Success Criteria for the Learning Event

To earn the 7 CEUs associated with this learning event, each learner must:

- Attendance: No more than 4 missed in-person Zoom meetings.
- Learners Journal: A score of 70% or better on the Learner's Journal assignments (Weeks 1 - 8).
- Weekly Practicum assignments: successful completion of 4 out of 6.
- Course Project Assignments: successful completion of 2 out of 3 weekly project assignments.
- Completing at least 1 out of 2 Stand-Up Meeting Presentations during a live Zoom class.
- Final Course Project Assignment – Word document submission and a PPT submission, that meets all criteria, by the due date.
- Completing a Zoom Presentation of the Final Course Project in class.

Enrolling in the Learning Event

Learners use the link provided on [our website](#) to submit their information and payment via our HubSpot CRM system. Payment via credit card, check, invoice, or Purchase Order (PO) are accepted. Acorn Evaluation's Director of Operations, CEO share responsibility for managing the payment collection. Once payment is received, learners receive an email, within three business days, confirming their enrollment.

Prior to the Learning Event

- The Director of Operations continually manages the registration list via HubSpot, our Customer Relationship Management (CRM) software.
- The Program Support Specialist is notified immediately when learners register for the learning event and can access the list anytime via HubSpot, our Customer Relationship Management (CRM) software.
- The Program Support Specialist is responsible for populating a Learner Tracker and assigning Learner IDs to all learners.
- Two weeks prior to the start of the learning event, learners receive a welcome email from the Program Support Specialist at Acorn Evaluation. The welcome email contains the following information:
 - Learning Event Details: learning event title, days and times of live classes and Zoom links.
 - Learning Event Expectations – What to expect during the learning event and the requirements for successful completion.
 - When to expect the next email communication from Acorn Evaluation.
 - Contact Information for our Program Support Specialist.
- One week prior to the start of the learning event, learners will receive an additional email from the Program Support Specialist at Acorn Evaluation. This email contains the following information:
 - Learning Event Details: learning event title, days, and times of in person classes and Zoom links.
 - To Do items list – for the week prior to the start of the Zoom learning experiences.
 - Learning Event Login Instructions via the Canvas platform.
 - Pre-Class work to be completed.
 - Zoom Link and suggested tips for Zoom success.
 - Learner Event Attestation Form Link: Statement of learner identity and participation. <https://share.hsforms.com/14sxDOFwwQ3qO424FzpLYtQbvsj1>
 - Requirements for successful completion of the Learning event.
 - Instructor information.
 - Contact Information for our Program Support Specialist.
 - Contact Information for Canvas support.

During the Learning Event

To provide a high-quality learning event, all learners have direct, personalized access to our Program Support Specialist who can answer questions regarding the learning event in which they are enrolled. Our Program Support Specialist is available for assistance via email at support@acornevaluation.com 24/7. Emails will be responded to within 3 business days. Learners can also receive support via phone at (800) 208-3215 Extension 708 between Monday – Friday: 9 AM – 5 PM (PST).

Effective: February 1, 2025

References: ANSI/IACET 1/2018 2.3, 2.4, 8.2, 8.6

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If a learner question requires support from an Instructor, the Program Support Specialist will:

1. Contact the Instructor and connect the learner via their preferred method of communication (email, phone call, or Zoom appointment)
 2. Follow up with the learner to ensure their questions were answered and the issue was resolved via their preferred method of communication (email, phone call, or Zoom appointment)
 3. Maintain a record of support requests, referrals, and resolutions in Outlook folders and via a Notes section in the Learner Tracker.
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1. Follow up with the learner to ensure their questions were answered and the issue was resolved via their preferred method of communication (email, phone call or Zoom).

Learning Event Evaluation

At the conclusion of the learning event, learners are asked to complete a Learning Event Evaluation and provide feedback about their experience.

To inform continuous quality improvement, the instructional design team reviews the Learning Event Evaluation results, discusses the results, and recommends revisions based upon the results.

Following the Learning Event

The Program Support Specialist will provide a personalized *Final Learning Event Standing* to each learner via email, communicating their standing, within 7-10 business days after the final class.

1. The email will include final confirmation on whether the requirements for earning CEUs associated with this learning event were met.
2. For learners who successfully met all the requirements of the learning event, the email will contain information on when the Credly badge will be issued, what steps to take to accept the badge, and how to acquire the related certificate if desired.
3. For learners who do not meet all the requirements of the learning event, the email will contain information on options for retaking the learning event.

Learning Event Support Materials

All learners have access to a variety of supports including:

1. Canvas Video Transcripts and Canvas Presentation Slides, downloadable in PDF format.
2. Zoom Meeting Closed Caption Transcripts, downloadable by the learner at the conclusion of each Zoom class meeting.
3. Additional Instructional Materials available via a shared portal.

Learner Records

Acorn Evaluation Policy

Acorn Evaluation, Inc. will retain its records in a manner that protects the privacy of all participants in learning events in which CEUs are awarded. The integrity and accuracy of these records will be ensured by a robust system of learner records. Records will be made available to learners upon the completion of their learning event and upon request.

Requests can be submitted to the Program Support Specialist via this form link, <https://forms.office.com/r/fi3B5VQQch>

Credly

For this learning event, a Credly digital badge will be available. Learners will be provided a link via email, inviting them to create a free Credly account. Once the account is created and a learner has successfully completed a learning event, Acorn Evaluation will issue a digital badge to the learner via Credly.

In addition to Acorn Evaluation Inc.'s record-keeping, learner records will be retained in Credly as long as the learner maintains an account with Credly. These records are maintained in accordance with the Credly privacy and security policies.

Learner Support, Counseling, and Advising

All learners have direct access to our Program Support Specialist before, during, and after all learning events. Any questions, concerns or requests can be directed to this staff member via email at support@acornevaluation.com or by phone at (800) 208-3215 Extension 708. Monday – Friday: 9 AM – 5 PM (PST). Learners can expect a response to all communications during these office hours within 3 business days.



Acorn Evaluation, Inc. has been accredited by the International Accreditors for Continuing Education and Training (IACET) and offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. IACET is recognized internationally as a standard development organization and accrediting body that promotes quality of continuing education and training.