

4MAT® Self-Paced Instruction Frequently Asked Questions

1. Who should take an online course?

Teachers, administrators, curriculum coordinators, parents, tutors, and anyone else interested in education. Our course is the most practical and effective training for helping teachers organize instruction more effectively. It builds on teacher knowledge and expertise and builds on their existing methods.

2. How is our course structured?

This course contains seven instructional modules that take 3-4 hours to complete. Each of these modules includes a number of instructional activities and readings:

- Diversity – 17 activities (4 hours)
- How the Brain Learns - 9 activities (3 hours)
- Concept-Based Instruction – 13 activities (3 hours)
- The 4MAT Model – 10 activities (3 hours)
- The Natural Cycle – 8 activities (3 hours)
- 4MAT and Assessment – 19 activities (4 hours)
- Create Your Own Instructional Unit – 4 activities (3-4 hours)

3. When do classes meet?

Whenever you like. That's the beauty of this online course – at your pace, in your place. If you have questions for your course facilitator, please provide 24 hours for the course facilitator to respond, even though some requests are handled more quickly.

4. Can a single organization pay for multiple registrants?

Yes, organizations may purchase multiple registrations and these can be used over a period of 12 months. In this case, About Learning will create a Master Account and will draw down on this account as people register and complete the course.

5. How do I register and how much does it cost?

About Learning accepts all major credit cards, including Master Card, VISA, and American Express and can process credit card and purchase orders online. Payment must be received prior to initiation of the course for someone to log-in to the course web site. The cost for Online Training includes a one year subscription to the web-based instructional design program: 4MATION. Participants may register by calling our office at 800-822-4628.

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6. I have a Users' Name and Password, so now what?

When you first register and pay for the course, you are assigned a User Name and Password. This will be emailed to you, along with your welcome letter. Each time you access the course, you will need to enter your User Name and password, so we encourage you to save our initial email containing this information. Once you have a User Name and password, you are ready to begin. Just log-in to the website, select your first instructional activity and begin the training. As you progress through the course, you may want to use our course schedule to monitor your progress and to remember at what stage of the course you are in.

7. I enrolled but can't get into the course. What do I do?

Please check your Users name and password first and then try to enter the course website. If you are having continuing difficulties, please call About Learning for technical assistance at (800) 822-4MAT.

8. What happens upon completion?

Upon completion of this course, you will receive a certificate of completion. You may also print any documentation necessary for you to receive continuing education/CPDU credits or Graduate Credits directly from the course web page. You can access the course at any time, but your password expires upon official Completion of the course. Any work you complete will be saved to your account and is accessible at any time during the course.

9. I finished a course. How do I get continuing education units (CEUs)?

First, please speak with your professional development coordinator before you begin the course, so you know what is required in terms of CEU's. This is a 24 hour course. Hours are not the same as CEU's!

Each state and each crediting agency have different rules regarding the awarding of CEU's. In some states, 10 hours is the equivalent of 1 CEU, but this is not always the case. Please speak to your PD Coordinator to establish guidelines for converting course hours into CEU's. State agencies may require proof of completion, which can be provided at the conclusion of the course.

10. I finished the course. How do I get graduate credit?

The About Learning website will have the most up to date information regarding applying for graduate credit and the additional costs. Ideally, you need to talk with the professional development coordinator in your school or university to determine what evidence will be required for you to receive graduate credit before you start the course.

However, some learners check with their coordinator after they have completed the course as well. Often colleges and universities will accept the course but require additional work, such as a reflection paper describing the learning experience. If you need to provide evidence of your reflections and experience during the course, just print out the entries listed on the course schedule as Journal Entry.



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11. Will I receive a certificate once I complete the course?

Yes. Once you have completed the course, turned in your final unit for evaluation, and had it critiqued by an About Learning representative, you will receive a certificate of completion.

12. Is it possible to get a signed certificate of completion?

Yes. All certificates are signed.

13. Do I get a grade once I have completed the course? Does About Learning offer Graduate credit?

This course is Pass/Fail. However, About Learning can assign a grade for this course if it is taken for Graduate Credit. We can also offer a certain number of clock hours that can be converted into CEUs. For universities interested in offering this course for Graduate Credit, About Learning provides a course syllabus, Grading parameters and other resources to aid in getting our course approved by a participating college or university.

14. What kind of computer system do I need?

To make full use of the course materials, we recommend the following:

Internet and email access

Adobe Acrobat

Quicktime or Real Player a plus, but not mandatory

15. Do I have to complete the entire course at one time?

No the course is self paced and is presented in seven modules. Depending on your speed, each module should take from 3-4 hours to complete. We also think it is better to complete it over time to increase reflection time and to provide for time to integrate some of these ideas into your teaching or training.

16. Will I be able to talk about what I learn with others?

We invite you to share your thoughts and insights with About Learning and also to speak with your colleagues about what you are learning.

17. Is there a cancellation policy?

Yes, if you are not actively working on the course, your name and information will be removed after 6 months from your registration date. No refunds will be issued and you will be required to re-register and begin the course again.

