



## Online Training Guidelines

(as of March 2025)

The WAPP Head Office has developed a **list of recommendations for conducting online training in Positive Psychotherapy**. They are based on five years of experience with online training and aim to support trainers in maintaining high educational standards.

All WAPP-accredited trainers conducting online training are encouraged to communicate these rules to participants before the start of the course, ensure they understand them, and confirm their agreement. Establishing these shared agreements is essential to maintaining a high-quality and comfortable learning environment for everyone.

The following guidelines apply exclusively to the online format. *Hybrid training for WAPP-accredited courses is prohibited (please see [Chapter 4.2](#)).*

### These are our recommendations for online training:

1. **Camera On** – Participants are strongly encouraged to keep their cameras on throughout the training to ensure engagement and active participation.
2. **No Eating or Drinking Alcoholic Beverages** – Meals and alcoholic beverages should not be consumed during the seminar to maintain professionalism. Water or other non-alcoholic beverages are acceptable.
3. **Stable and Quiet Environment** – Participants should join from an appropriate location (e.g., home office, quiet room). Connecting from outdoors, a bathroom, a moving vehicle, or a public place is highly discouraged.
4. **Punctuality** – Participants are expected to join on time. Late arrivals may impact their participation, and frequent lateness could affect certification.
5. **Confidentiality and Privacy** – Participants are responsible for ensuring a confidential setting. Discussions within the training should remain private. Using headphones is recommended to prevent others from overhearing.
6. **Approved Devices Only** – Participants should use a laptop or tablet. Smartphones are strongly discouraged due to the limited functionality they provide in an interactive training format. Additionally, participant accounts should be registered under their real name (not generic names like "Admin," "User," or "iPhone").
7. **No Private Chatting** – Private messages between participants should be avoided during the session. The group chat function should be used primarily for training-related questions and interactions.
8. **No Recording or Screenshots** – Recording, screenshots, or sharing any part of the training should not be done to protect confidentiality and intellectual property. However, some theoretical modules may be recorded by the training organizer or lead trainer *with the consent of all participants, under the condition that the recording is not shared outside the group.*



9. **Personal Presence and Active Participation** – Watching recorded modules does not replace attendance. Only live participation is considered valid. Participants are encouraged to actively engage in discussions, group exercises, and activities as required by the trainer.
10. **Respectful Behavior** – Professionalism and mutual respect should be maintained at all times. Disruptive behavior is not acceptable.
11. **Small Groups Preferred** – For more specialized courses requiring deeper engagement, trainers should ensure a close connection with participants. Groups of up to 15-20 participants are ideal. Larger groups (20–30 people) should have two or three trainers to maintain quality interaction.

*Compiled by WAPP Head Office*

*March 2025*

---