

## ***Attendance***

Upon arrival, learners will verify their attendance by signing in next to their name on sign-in sheets that are available at each learning program. Learners must arrive at the session no later than 15 minutes after the beginning of training. Late arrivals, early departures, and extended absences during the session will be noted and may affect the determination of satisfactory completion. The attendance form should include the learner's name, address, phone number and email address. The sign-in sheet is considered a part of the trainer's official record of course participation. This information will be placed in a database maintained at the Coalition office. In addition to the information collected above, each learner requesting Continuing Education Units will be given a numerical identifier and the number of units awarded will be tracked.

Each learner must attend 100% of the learning program and complete any required assignments to satisfactorily complete the program. The Coalition will not award Continuing Education Units for partial attendance. A score of 80% must be achieved on any assessment instruments used to determine the learner's mastery of the material presented. In addition, the learner must answer questions pertinent to the training on the "Learner Registration packet" in order to demonstrate mastery of the materials presented.

Trainers must notify the learners immediately, during the learning program, if they have not satisfactorily met the completion requirements. The determination for non-completion will include, but is not limited to, the trainer's observation of the learner's skill level and participation as they engage in the learning activities, written or oral assessments and/or written materials required of the learning program.