

## The Western Pennsylvania Training Collaborative

### ATTENDANCE POLICY

Your attendance and participation during program sessions represents a key factor in your learning. If you are not there, you cannot benefit from the training.

When you register for a program, you commit to attending all of the sessions. We do recognize, however, extenuating circumstances sometimes come up. We summarized the attendance guidelines for you for each of our programs

#### **A Jump Start**

- If you must miss the first day, you need to re-register for the program and take it at that time.
- If you must miss 1 day, you may make that session up the next time we offer the program.
- If you must miss 2 days, you must re-register for the program and take it again at that time.

#### **The Effective Supervisor**

- If you must miss the first day, you need to re-register for the program and take it at that time.
- If you must miss up to 4 sessions, you may make up all of the sessions you missed the next time we offer the program. If you do not make them all up, you will have to re-register and take the program at that time.
- If you must miss 5 sessions, you must re-register for the program and take it again at that time.

#### **Cultural Competency**

- If you must miss the first session, you need to re-register for the program and take it at that time. An exception is if you registered for the morning session, you may come to the afternoon session. Or, if you registered for the morning session, you may come to the morning session.
- If you must miss the second session, you may make that session up the next time we offer the program. Or, if you registered for the morning session, you may come to the afternoon session. If you registered for the afternoon session, you may come to the morning session.