

Because training is very intensive, compressed, and expensive, the amount of time which a Trainee can miss from training must be limited in order for the individual to complete the required material and become competent in the required skills. Excessive absences, whether excused or unexcused, can adversely affect the Trainee's ability to build upon previous educational elements, and can decrease the efficiency and productivity of the training center and their peers. It is important to all concerned that there are appropriate and uniform policies on conduct, including regular and on-time attendance during training.

The following guidelines have been developed to deal with the issue of Trainee conduct during training. Each violation should be evaluated individually and discussion should occur between the training center and the Trainee's instructor regarding disposition of the Trainee.

### **EXCUSED ABSENCE:**

An excused absence is one in which the Trainee has a medical or other acceptable cause for missing a class. The absence must be approved in advance or at the time of the missed class.

If a Trainee has an excused absence:

1. Up to four hours of class (per training session) can be missed and made up.
2. If more than four hours are missed during the training session, the Trainee may be asked to repeat that session. The training coordinator will determine if the class can be made up, based on the ability of the Trainee and the resources of the training center and other affected entities.

### **UNEXCUSED ABSENCE:**

An unexcused absence is one in which either of the following is true:

- The Trainee does NOT have a medical or other acceptable cause for missing a class. Examples include: the Trainee being under the influence of alcohol or other substance (see below), oversleeping, or chronic tardiness. OR:
- The absence is NOT approved in advance or at the time of the missed class (and there is no acceptable reason why this approval was not sought).

If a Trainee has an unexcused absence:

1. If two or more hours of class/clinic per training session are missed:

- The Trainee will be notified that further unexcused absences during that session may mean dismissal from the session.
- The Trainee must agree to make up the work, either at the training center or at home through other resources, depending on the ability of the training center or instructor to handle the supervision of the work.

2. If more than four hours are missed during the training session:

- Generally, the Trainee will be dismissed from the session. Under certain circumstances, the training coordinator will determine if the class can be made up, based on the ability of the Trainee and the resources of the training center.
- The Trainee will be permitted to repeat the training session if he/she makes a commitment to learning during future training sessions, without unexcused absences, and the Trainee pays the entire cost for the session.

Substance Abuse:

Any absence from class related to substance abuse will be treated as an unexcused absence. The following pertains to certain often associated conditions/behaviors:

*Odor of Alcohol:*

- If the Trainee comes to class with the odor of alcohol on his/her breath, the Trainee may be given a warning, for substance abuse during the session, and notified that further alcohol use may lead to dismissal from the session.
- If the Trainee comes to class with the odor of alcohol on his/her breath, the Trainee may not be allowed to stay in class. This is grounds for dismissal from the session.

*Impaired State:*

- If the Trainee comes to class in an impaired state, the Trainee may not be allowed to stay in class.
- If more than two hours of class time are missed because of this issue, the Trainee will be notified that further violations will lead to dismissal from the session.



## Training Policy

- If the Trainee is allowed to stay in the class and the problem re-occurs during that class, the Trainee will be asked to leave the session.

### *Creating a Disturbance:*

- If the Trainee uses alcohol or any illegal substance at any time in the training center, that behavior is grounds for immediate dismissal from the session.

### **EXTENDED ABSENCE:**

- If a Trainee is absent for a period of more than 1 day without notifying the training center administrative personnel, the Trainee may be dismissed from the session.

### **DISRUPTIVE CLASSROOM BEHAVIOR:**

- If a Trainee's behavior interferes with the learning environment for the other Trainee's he/she will be counseled privately to immediately correct the behavior. If the disruptive behavior is repeated, the Trainee may be asked to leave that class. Should disruptions continue to occur, the Trainee may be dismissed from the session.

I have read the Training Policy and understand my duties and responsibilities to conduct myself in the appropriate manner conducive to maintaining a positive educational environment.

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*Print Trainee's Name*

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*Trainee's Signature*

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*Date*

**Please Sign and Return This Document to Complete Training Enrollment**

**Scan and eMail to: [info@actscsi.com](mailto:info@actscsi.com)**

**Or**

**Fax to: 877.444.0880**