



## **Attendance Policy**

At Your Pace Online's online courses are available anytime to any licensee with a computer and Internet connection. The courses are self-paced and can be completed over multiple sessions. The licensee must complete all multiple-choice questions between sections correctly to get credit for the course. If their first response is incorrect, students will have to try again until they choose the correct answer. After the course is successfully completed, the user must affirm they are the one who completed the course and verify that their registration information is correct.

## **Attendance Record Form**

We store all of our student records in a database. We can supply attendance reports to the Board upon request.