Attendance Policy

Definition of Attendance

To be considered as "attending" a course, learners must log in to the Learning Management System (LMS) and complete all course materials, including any mandatory quizzes, exams, and interactive components. Simply logging in is not sufficient; active engagement with all required elements is essential.

Learners will have six (6) months from the date of enrollment to complete their course. However, this time frame may be shortened or lengthened if course expiration dates or regulatory requirements dictate otherwise.

Participation Guidelines

All learners are expected to:
- Complete 100% of the required components of the course.
- Adhere to any specified deadlines within the course timeline.
- Engage with course materials in a consistent and timely manner to remain in good standing.

Failure to complete required components within the designated timeframe may result in loss of access to the course or forfeiture of any certifications or credit hours.

Accountability Measures

To ensure academic integrity and compliance with regulatory standards:
- Each learner must access the LMS using a unique username and password.
- Additional security measures, such as security questions or biometrics, may be implemented based on regulatory requirements.
- An inactivity timer is in place within the LMS. Learners who are not actively engaging with course content will be automatically logged out after a period of inactivity.