

## CPTP Policy

### Participant Time and Attendance Policy for Instructor-Led Training Courses

#### Full-Day Training Classes

##### Time

Class begins promptly at the designated starting time. Any participant who arrives more than 30 minutes late **will not be** allowed in the class. Also, any participant who misses more than 30 minutes of class for any reason **will not be** given credit for the class.

##### Walk-Ins

Each class has a designated maximum capacity of participants allowed. Any participant who is not registered in this class or whose name does not appear on the class roster may be required to leave by the instructor.

#### Half-Day Training Classes

##### Time

Class begins promptly at the designated starting time. Any participant who arrives more than 15 minutes late **will not be** allowed in the class. Also, any participant who misses more than 15 minutes of class for any reason **will not be** given credit for the class.

##### Walk-Ins

Each class has a designated maximum capacity of participants allowed. Any participant who is not registered in this class or whose name does not appear on the class roster may be required to leave by the instructor.