



CTE Certification Program Policies

Registration, Cancellation, Attendance, and Late Work

Registration:

- The registration deadline is one week (7 days) prior to the start of each course.
- Registrations after the deadline will be added to a waitlist and added to the course only if space is available.
- Registration for each course obligates you for full payment of tuition for that course at the time of registration.

Cancellation:

- There is a no-charge cancellation through the 2nd class session.
- Refunds may take four to six weeks to process.
- There will be no refunds after a student has attended the 3rd class session of the course.
- If there are not enough participants, the course will be cancelled and the participants will be notified.

Attendance:

- Course instructors will take attendance for each class session.
- During the first class session, students will be provided a course agenda showing which competencies will be covered in each class session.
- Every student is responsible for learning 100% of the course content and for completing all assignments.
- After the 3rd class session missed, the student should contact the course instructor to learn how to make up the clock hour time missed. This make-up work should demonstrate understanding of the course competencies covered during the absence and could include, but is not limited to: an article/book study, a response to a video, an interview of a CTE professional, observation notes from observing a classroom teacher, or notetaking from the class slide presentation.
- When a student has missed 50% of the course class time, he/she will be automatically dropped from the course and required to retake the entire course during a later session. Whether or not the student chooses to re-take the course, the fees will not be refunded.

Late Work:

- Certificates of completion will not be awarded until all required course work has been submitted and approved by the program instructor.
- During the academic year, work may be submitted no later than one month after the final class session; during the summer session, work may be submitted no later than one week after the final class session. *The acceptance of late work is entirely at the discretion of the course instructor.*