Attendance Policy for Full CEU Credit: 2-Day Virtual RCIS Review Course

To receive full Continuing Education Units (CEUs) for this 2-day virtual RCIS Review Course, participants must adhere to the following attendance policy. This policy ensures that all attendees have engaged with the required educational content to meet the standards for professional development.

1. Live Attendance Requirement:

- Participants are required to attend all live sessions of the virtual course. This includes both Day 1 and Day 2 of the course as outlined in the official agenda.
- "Live attendance" is defined as being logged into the designated virtual platform (e.g., Zoom, Microsoft Teams, etc.) for the duration of each scheduled session.

2. Punctuality and Engagement:

- Participants are expected to log in on time for all sessions to avoid missing critical content, with cameras “on”
- Active engagement is encouraged, including participating in polls, Q&A sessions, and any other interactive elements of the course.

3. Monitoring and Verification:

- Attendance will be monitored and verified through the virtual platform's tracking features. This includes login/logout times, active participation, and session duration.
- Course administrators reserve the right to cross-reference attendance data with participant activity to ensure compliance.

4. Partial Attendance:

- Participants who are unable to attend a portion of the course due to unforeseen circumstances must notify the course administrator in writing as soon as possible.
- Partial CEU credit will be awarded on a pro-rata basis for verified attendance. For example, a participant who attends 75% of the course will receive 75% of the total available CEUs.
- A minimum of 75% attendance for the entire course is required to receive any CEU credit.

5. Technical Issues:

- In the event of a technical issue that prevents a participant from attending a session, the participant must contact the course support team immediately - mshunsinger@gmail.com

6. Post-Course Requirements:

- To receive the final CEU certificate, participants may be required to complete a post-course evaluation or a brief knowledge check. This will be specified at the beginning of the course.
- CEU certificates will be distributed to eligible participants within 10 business days following the conclusion of the course.

Important Note: Failure to comply with this attendance policy will result in the forfeiture of full CEU credit. This policy is in place to ensure the integrity of the educational program and the value of the CEU accreditation. By registering for and attending this course, you agree to abide by this attendance policy.