



## CSIA Attendance Policy for Earning CEUs

### Overview

To ensure the integrity and value of our Continuing Education Units (CEUs), CSIA has established the following attendance policy for all in-person courses. This policy is designed to guarantee that participants receive the full educational benefit of our programs and meet the required contact hours for CEU accreditation. By enrolling in a CSIA course, participants acknowledge and agree to adhere to this attendance policy.

### Attendance Requirements

Participants are expected to attend all scheduled sessions of their enrolled course. Due to the intensive nature of our programs, attendance is crucial for successful completion and receipt of CEUs.

### Absence Allowance

The allowable absences depend on the length of the course. Below is the breakdown of permissible absences:

- **Courses up to 1 day:** Full attendance is required. No absences are allowed.
- **Courses lasting 2-3 days:** Participants may miss up to 1 hour without penalty.
- **Courses lasting 4-5 days:** Participants may miss up to 2 hours without penalty.
- **Courses lasting 6-10 days:** Participants may miss up to 4 hours without penalty.
- **Courses lasting more than 10 days:** Participants may miss up to 10% of the total contact hours without penalty.

### Consequences of Excessive Absences

If a participant exceeds the allowable absence time, they will not be eligible to receive the full CEUs for the course. The CEUs awarded will be adjusted proportionately based on the hours attended. In some cases, excessive absences may result in no CEUs being awarded.

### Make-Up Sessions

In certain cases, and at the discretion of the instructor, make-up sessions may be arranged for participants who miss sessions. Make-up sessions must be completed within a specified time frame, and participants must cover any associated costs.



Approval for make-up sessions is not guaranteed and is evaluated on a case-by-case basis.

### **Documentation and Notification**

Participants are responsible for notifying the course instructor or education coordinator of any anticipated absences as soon as possible. Documentation for absences (e.g., medical certificates) may be required for consideration of make-up sessions or special accommodations.

### **Final Verification**

At the end of the course, attendance records will be reviewed, and CEUs will be awarded based on the verified attendance. Participants will receive a certificate of completion indicating the CEUs earned.

### **Appeals**

Participants who believe there has been an error in their attendance record or CEU award can appeal in writing to the CSIA administration within 10 business days of the course conclusion.