

Attendance and Registration Procedures

CE Classes



Attendance Procedures

Student Attendance Tracking:

- ✓ Upon arrival, Course Facilitators will check the Government Issued Identification of each attendee.
- ✓ Following each break, Course Facilitators will check the Government Issued Identification of each attendee.
- ✓ Upon the Completion of the Course, the Course Facilitators will verify the full attendance of each attendee and issue a Course Completion Certificate.

Student Tardiness Tracking:

- ✓ All absences in excess of 15 minutes will disqualify an attendee.

Registration Procedures

Students may register on-line at www.ourfamp.org or via mail or facsimile using a preprinted registration form, or on-site prior to a class on a “space available” basis.