

**RICHMOND YPQI
2018-2019**

Training Attendance / Late Policy

While we understand that circumstances beyond your control may cause you to be late for a training or force you to leave early, nevertheless, Richmond YPQI will enforce the training attendance policies and procedures included in your organization/site agreement.

Late Arrivals / Departures / No Call No Show / Non-Registers:

1. **Participants who arrive late** (beyond a 10 minute grace period) will be permitted to enter the training, but result in the loss of fidelity credit for participation for your site.
2. Due to the disruption to the training and to the learning experiences of other attendees, **any registered participant who arrives more than 15 minutes late for a training** will not be allowed to enter the session already in progress.
3. **Leaving more than 10 minutes early from a training** will result in the loss of fidelity credit for participation for your site. Evaluation forms should be completed at the close of each training.
4. **Last minute cancellations** (later than 48 hours prior to a scheduled training) do not automatically relinquish attendance responsibility of the participant. Each registration is viewed as an organization seat that cannot be replaced by Richmond YPQI staff team after this period has passed. This pre-registered seat left vacant at the training will incur a fee of \$25.
 - The registered participant or Site Lead may locate a replacement prior to the training and no fee will be incurred.
5. **No Call/No Show participants** who have pre-registered for a training (or were registered by a staff member) but do not cancel or show up for that training will incur a fee of \$25.
6. **Attendance by non-registered participants does not guarantee admittance into a training.** If space is available, they may be granted admission but **will not earn fidelity credit** for attendance.

*Any cancellation or no call/no show occurring within 48 hours of the training will incur a fee of \$25. Appeals based on emergency situations can be submitted by the staff member's supervisor for consideration.

PREPARING:

- You may want to plan to arrive 15 minutes early to allow sufficient time to find parking, meet the trainer and fellow participants, and clear your mind to prepare for learning.
- Plan for the training to run its full, allotted time. Leaving class early means that you will not have the opportunity to gain all of the learning outcomes that were intended for the course.
- When developing your site team, it may be helpful to designate a back-up support system for training attendance, in the event a registered participant is suddenly unable to attend a training.