

KENNEDY



SEMINARS

ATTENDANCE POLICIES & CODE of CONDUCT

We hope the following policies will help make a better seminar for all.

ATTENDANCE

The governing agencies that approves Kennedy Seminars to conduct educational seminars requires that all hours of the seminar are attended in order to receive credit. Our records are subject to auditing by these agencies.

Any time out of the seminar in excess of 10 minutes shall be reason to deny credit. Tardiness can not be accepted.

Attendance will be taken in the following ways:

*15 Hour Code Update- 1.) At check in 2.) After lunch 3.) At the end of each day

* CSL , OSHA 10, 6 Hr PD Classes-1.) At check in 2.) At the end of the day(s)

IF YOU ARE NOT PRESENT FOR A SIGNATURE- CREDIT MUST BE DENIED

In emergency situations, it may be possible to make up your missed hours in another class.

This situation is only possible if there is another class available in the near future. If you must finish your hours in a later seminar:

- You will not receive a certificate until missing hours are completed
- Your hours will not be transmitted to the appropriate Boards until your hours are completed.
- If you are taking a 15 hour electrical update and you need it to renew in another state, you may be late renewing and have to pay an additional late fee.
- **Be forewarned- We cannot always provide alternate class times. You may be required to take a new class with a different provider. You may risk forfeiting your money and time.**

CODE OF CONDUCT

- All attendees shall act in a professional and courteous manner.
- Cell phones shall be placed on vibrate. Calls may be answered briefly outside of the seminar room.
- Smoking is not allowed in the building. Please smoke outside Osgood St. door and use the cigarette bin provided
- Voices travel. Please keep conversations brief and in a low tone so as not to disturb other tenants in the building.
- We encourage your class participation. Please remember to give others a chance to speak.
- Conversations in class disturb other attendees. Please wait until break time to speak with your neighbor.

We are grateful for your business and hope to see you in the future.

Please do not hesitate to contact us with any thoughts and or concerns.

Thank you,

Kennedy Seminars