



## MENTAL WELLBEING AND HEALTH COURSE

### ATTENDANCE AND LATE ARRIVAL GUIDELINES

We thought it would be helpful to set out some guidelines in order to maintain the quality of the training and to help you achieve your certification, and it's essential that we provide you with clear and accurate guidelines for your participation in our training program.

**Attendance:** Each module in our training program is designed to provide valuable information and insights. To be eligible for certification, it is crucial that you attend all scheduled modules and complete the assessments. We understand that unforeseen circumstances may arise, and participants may need to miss a module. **However, please note that you can only be absent from one module and still be eligible for certification.**

Please note that **sessions are NOT recorded**, meaning you'll need to make every effort to attend live and participate fully. Maintaining an active presence, including keeping your camera on throughout both the session and the assessment, is mandatory to meet the certification requirements.

**Late Arrival:** We kindly request that all participants arrive promptly for each module. If you arrive more than 20 minutes late for a session, we recommend that you consider not attending that particular module. Late arrival can disrupt the flow of the session and may cause you to miss essential information.

**Privacy:** Due to the sensitive content involved and group participation, we advise against logging in from a public location. If you must do so, we recommend finding a secure spot and using headphones to ensure the session remains private.

**Assessments:** Assessments are graded at the end of each session, and we'll only reach out if there's an issue. No news means you've passed! If you do not pass, we will contact you to arrange a retake. You are allowed up to two retakes per assessment.

Each assessment must be completed on camera. If you miss a session, you will need to schedule a convenient time to complete the missed assessment, which we typically recommend doing at the end of the next scheduled session.

**On-Camera Requirement:** All sessions and assessments must be completed with your camera on. This helps ensure academic integrity and allows us to verify active participation.

We want to ensure that you have a successful learning experience, and adhering to these guidelines will help you achieve your goals within the program.

If you anticipate any scheduling conflicts or if you have any questions regarding the attendance policy or assessments, please don't hesitate to reach out to us. We are here to support your learning journey.

Thank you for your commitment to this training program. We look forward to seeing you at the upcoming modules and assisting you in achieving your certification.