

## **SCAPA**

**Subject:** **Attendance at Educational Sessions**

**Primary Responsibility:** Professional Development Chair  
Session Monitors

**Date:** May 25, 2007

### **Policy Statement:**

Attendees of educational sessions must attend the entire session in order to receive credit hours.

### **Purpose:**

To set forth guidelines to assure session attendance requirements set forth by any credentialing body per board approval.

### **Procedure:**

1. Attendees of all SCAPA education sessions must attend the entire session to receive credit.
2. Attendees arriving more than 5 minutes after the start of a session, without a pass from another session monitor, will be asked to give their certificate to the session monitor on duty.
3. The session monitor will write "NO CREDIT" across ALL of the lines for that particular time slot, to prevent attendee from writing a word in later.
4. Session "words" being given for credit will not be announced until the session is over.
5. This policy shall be announced in the newsletter and available on the website. It will also be posted at all educational sessions and included in conference and workshop brochures.

Revised August 2012