

IREC ATTENDANCE POLICY
For Live Course Presentations

Regular attendance means 100% attendance at all sessions of a live (including courses taught by interactive video conference) prelicense or continuing education (CE) course. The Commission obligates instructors and course providers to monitor student attendance and strictly enforce this attendance policy. A certified instructor or course provider may have his/its certification withdrawn for failure to enforce the 100% attendance policy at all course offerings.

Use of cell phones or other handheld electronic devices is not permitted during class time. This includes texting, checking messages, incoming and outgoing calls, etc.

A student who misses any portion (even a few minutes) of a course taken for CE elective credit may not receive credit for the course unless the provider allows the student to attend the corresponding class session(s) in a subsequent offering of the same course.

*A student who misses any portion (even a few minutes) of a prelicense course may, at the discretion of the instructor and provider, complete make-up work to satisfy the 100% attendance requirement. **Make-up work is allowed ONLY for prelicense courses.** Make-up work is defined as one or more of the following:*

- 1. Extra homework or other assignment given by the instructor; or*
- 2. Attendance in the corresponding class session(s) in a subsequent offering of the same course; or*
- 3. Supervised presentation of an audio or video recording of the class session(s) missed.*

A student who does not complete the required make-up work for a prelicense course may not receive credit for the course and will be issued an “incomplete”.