

DOMESTIC VIOLENCE 40-HOUR TRAINING ATTENDANCE AND MAKE-UP POLICY

The Centralized Training Institute (CTI) is bound by the Illinois Domestic Violence Certification Board of Directors and the Illinois Domestic Violence Act to require participants to complete 40 hours of training before they can receive a certificate stating that they are 40-Hour trained. Thus, training participants are required to abide by the following attendance and make-up policy:

1. Participants must attend the first day of the training. Failure to attend the **entire** first day of the training forfeits the registered space in the training with no refund and no exceptions.
2. Participants must be on time for each session and stay to the end of the session to be counted as present. Anyone who misses more than 15 minutes of the training will be expected to make-up that time. This includes arriving late or leaving early.
3. Participants may make-up up to **1 day** of the training. Any time missed over 1 day (including as little as 15 minutes) forfeits the opportunity to complete the training and receive a certificate. Participants that miss more than 1 day of the training must register and pay again for a future training if they wish to receive a 40-Hour certificate.
4. Participants have **1 year** from the date of training to make-up the material missed. After one year, participants must register and pay again for a future training if they wish to receive a 40-Hour certificate.
5. At the completion of the training, participants will be given a credit sheet summarizing their attendance. This will inform participants of any missed sessions or partial sessions (including late arrivals) that must be made-up. The Centralized Training Institute will also keep a record of this on file for one year beyond the date of the training.
6. Participants can make-up a portion of the training by reading the sections of the manual on the topic(s) missed and writing a paper. Additional reading material may be required, depending on the topic. Papers should be least 3 to 6 pages for a full day make-up and 1 to 3 pages for a partial day (including late arrival make-ups). Participants should spend about the amount of time they have missed reading and writing a paper (e.g. a participant missed 3.5 hours one afternoon so they spend 3.5 hours on a paper). Keep in mind that the point in reading and writing the paper is to learn the material covered in their absence.
7. Participants also have the option of attending the session that covers the topics that you missed during the next training offered, when space is available. Participants are responsible for calling the Network office before the training to verify the sessions that they need to attend. When attending the make-up session, participants must sign-in and let the facilitator know they are there to do a make-up.
8. Once a participant has turned in their paper or attended a make-up session, they will be given credit on their credit sheet. If the make-up is completed after the end of the training the participant is enrolled in, the 40-Hour certificate will be sent to the participant by mail. Participants should indicate the address to which they would like the certificate.