



The Temple Continuing Education Course Policies

Attendance Policy for Certification Course Credit

At THE TEMPLE Academies, we are committed to delivering high-quality education and ensuring that each student receives the full benefit of our professional training programs. To maintain the integrity of our certification standards, attendance for the entire duration of the course is mandatory in order to receive full course credit.

Attendance Requirements:

- Students must be present for the entirety of the scheduled course to be eligible to receive credit for the course.
- Students may be no later than ten (10) minutes late to class. Students arriving later will not be allowed to participate in the class and will forfeit their class fee.
- Students who leave early will receive no credit for the class and will forfeit their class fee.

Cancellation Policy:

- Classes may be canceled for a full refund no later than seventy-two (72) hours from the class start time.
- There will be no refund if canceled within the seventy-two (72) hour window.

Make-Up Policy:

- Course classes are scheduled during a concurrent time session. As such, there is no ability to "Make Up" a course

Exam Policy:

To ensure comprehension and retention of the educational material, all students are required to complete a written multiple choice examination at the conclusion of each lesson. This assessment is an integral part of the course and is necessary to demonstrate successful understanding of the presented material.

- Students will be given multiple opportunities to pass the exam on the day of the course.
- Course credit will not be awarded until the exam has been successfully completed with a passing score.