

## **Georgia Mental Health Consumer Network Training Attendance Policy**

Georgia Mental Health Consumer Network (GMHCN) is committed to providing high-quality training programs that meet the needs of our participants and align with industry standards. We strive to deliver trainings that are engaging, informative, and practical, ensuring that participants acquire the knowledge and skills necessary to excel in their roles. In order to uphold those standards, GMHCN has adopted the following attendance policy pertaining to all GMHCN sanctioned trainings.

This policy outlines the expectations and responsibilities of participants regarding attendance at scheduled training sessions. Adherence to this policy ensures that all participants benefit fully from the training provided. This policy applies to all individuals who are enrolled in or required to attend training sessions, including employees, contractors, and other designated participants.

- 1.) Participants are expected to attend all scheduled training sessions in full.
  - a. Attendance is crucial to gaining the knowledge and skills necessary for successful completion of the training program.
- 2.) Participants will receive advance notice of training sessions, including the date, time, location, and duration.
  - a. Notifications will be communicated through email or other official channels.
- 3.) Participants must arrive on time for each session. Late arrivals may disrupt the training and could result in being marked as absent or missing important content.
  - a. Participants who arrive more than 10 minutes late for a single training, without proper notification, will be marked absent and will not be credited for the training.
  - b. If a training spans multiple days and a participant is late for the majority of the training, then the participant will be required to attend a different training that better suites their availability.
- 4.) If a participant is unable to attend a training session due to valid reasons such as illness, emergency, or prior commitments, they must notify the training coordinator as soon as possible. Supporting documentation may be required.
  - a. Participants with excused absences will be offered an opportunity to attend a rescheduled session or submit a makeup assignment. The training coordinator will provide details of the alternative session.

- b. Participants cannot miss more than 1 day of training. Excused absences that will last longer than 1 day of training, will need to be placed in the next available training.
  - c. Unexcused absences from training sessions are strongly discouraged. Participants who miss sessions without valid reasons will be required to repeat the training and will not receive credit for the missed training.
- 5.) Active participation and engagement during training sessions are expected. This includes completing any required pre-session work, participating in discussions, and being attentive throughout the session.
- a. Participants who do not have pre-session work completed and submitted on time will not be allowed to participate in the training and will be slotted in the next scheduled training.
- 6.) A record of attendance will be maintained for all training sessions. Participants are responsible for ensuring their attendance is recorded accurately.
- 7.) Participants must meet the attendance requirements to successfully complete the training program. Failure to meet these requirements may result in not receiving certification, credit, or other recognition for the training.
- 8.) All participants are required to acknowledge their understanding and acceptance of this Training Attendance Policy prior to the commencement of the training program.

*Disclaimer: Please note that the policies and instructions outlined herein are subject to change at any time without prior notice. It is your responsibility to stay informed of any updates or revisions. Continued adherence to the most current version of these policies is required.*