

## **CPTP ILT Participation Policy – Virtual Classes**

1. Technology and Attendance Requirements
  - Participants must use a laptop, computer, or tablet with a working camera and microphone for class.
  - No phones may be used for class attendance.
  - In order to receive credit, cameras must remain on during the duration of the course. If a participant misses more than 10 minutes of the course, they will be asked to leave the session and reschedule for the next available class.
2. Participation and Engagement Expectations
  - Active participation is required for course credit. This includes paying attention to the instructor, contributing to discussions and breakout group activities, asking questions, and engaging with the instructor and other participants.
3. Prohibited Behaviors
  - To maintain an effective learning environment, the following behaviors are prohibited during virtual sessions:
    - Multi-Tasking: Engaging in activities unrelated to the training session (e.g., working on other assignments, checking emails, or browsing the internet).
    - Excessive Phone Calls/Use of Cell Phones: Repeatedly answering phone calls, texting, using social media, or any other use of a phone that distracts attention from the training content.
    - In-Person Distractions: Conversing with other individuals in the office or environment in a manner that distracts from class participation.
4. Policy Enforcement
  - Instructors and Training Assistants will monitor participation throughout the session. Warnings will be given either verbally or via private chat message before consequential action is taken. Continued distractions and/or repeated or severe disruptive behavior may result in removal from the class without receiving credit.
  - Participants removed for non-compliance will be required to reschedule for the next available course and will be expected to adhere to the policy in the next session. Repeated infractions can lead to additional consequences, up to and including permanent barring from live CPTP events.



## CPTP ILT Participation Policy – In-Person Classes

1. Attendance Requirements
  - For 3-hour sessions: Participants may not miss more than 15 minutes of the class.
  - For 6-hour sessions: Participants may not miss more than 30 minutes of the class.
  - If a participant misses more than the allowed grace period, they will be asked to leave the session and reschedule for the next available class.
2. Participation and Engagement Expectations
  - Active participation is required for course credit. This includes paying attention to the instructor, contributing to discussions and group activities, asking questions, and engaging with the instructor and other participants.
3. Prohibited Behaviors
  - To maintain an effective learning environment, the following behaviors are prohibited during class sessions:
    - Multi-Tasking: Engaging in activities unrelated to the training session (e.g., working on other assignments, checking emails, or browsing the internet).
    - Excessive Use of Cell Phones: Repeatedly answering phone calls, texting, using social media, or any other use of a phone that distracts attention from the training content.
    - Any other behavior that disrupts or distracts others or hinders the learning process: This includes activities such as using laptops, tablets, or mobile devices for non-class purposes, side conversations that disturb others, or any behavior that detracts from the class environment.
4. Policy Enforcement
  - Instructors will monitor behavior and engagement throughout the course. Warnings for disruptive behavior will be given before consequential action is taken. Repeated or severe disruptive behavior may result in removal from the class without receiving credit.
  - Participants removed for non-compliance will be required to reschedule for the next available course and will be expected to adhere to the policy in the next session. Repeated infractions can lead to additional consequences, up to and including permanent barring from live CPTP events.