

## **NEIWPC Training Contact Hour (TCH) Policy:**

- Students are responsible for signing in at the beginning of every class, and signing out at the end of every class, in order to receive their certificate/TCHs
- Students who do not sign in or out will not receive any TCHs.
- Multi-day classes require sign-in and sign-out each day of class.
- Students must attend 50% of the class in order to receive TCHs for the time they were present.
- For pass/fail courses, TCHs will be awarded if a passing score is achieved and the above requirements are met.
- Certificates of attendance, documenting TCHs awarded, will be emailed within 10 business days of the completion of the class.