

TIME

30 contact hours

half day a week for approximately ten weeks each semester. You will be provided the specific dates you are to attend.

ATTENDANCE

Attendance will be taken by the teacher and a record will be supplied to the University by the teacher. You are to act as a responsible professional person. You should be present every time unless it is absolutely impossible for you to attend. If an emergency of some consequence arises, you should call the school in advance and explain the situation. **It is your responsibility to make up all absences in accordance with the guideline you receive at the Orientation Session.**