

DAWN's Domestic Violence Advocacy Training

ATTENDANCE POLICY

Please keep the following in mind when deciding whether participating in DAWN's Domestic Violence Advocacy Training will work for you:

- You must attend 80% of the scheduled classes to earn a Certificate of Completion for DAWN's Domestic Violence Advocacy Training. This means that you must attend **13** of the **16** classes that make up the course.
- We understand that you may need to legitimately miss a class because of an emergency. You may miss up to **3** classes (20% of the total number of classes) and still receive a Certificate of Completion for the course. A missed class counts as an absence, regardless of the reason.
- In the event of a class cancellation, DAWN staff will attempt to contact class members via email at the earliest opportunity and will discuss options for rescheduling a canceled class when the classes next meet. If you are unable to attend a class that has been rescheduled due to a cancellation, your absence will **not** be counted against you.
- All written course materials will be made available to those who miss a class.
- If you are unable to complete the training due to absences, you are welcome to finish the training during the next series of classes. You will not be charged for attending the classes you missed during the previous series. Your Certificate of Completion will reflect the date you completed the training.

Please feel free to call Alicia with any questions!

425-656-4305, x238

