

**Policy 7**

Last Reviewed/Updated: 08/18/2022

**IOEM Training Program Policy  
Face-to-Face Students**

This policy and any procedure(s) within will be reviewed and updated, if necessary, at least annually.

**General Guidelines**

- All courses will have a minimum of two instructors.
- All courses will start and end on time according to the times provided. Periodic breaks and a lunch break will be built into all courses.
- Pre-registration is required for ALL courses. No walk-ins will be accepted.

**Student Expectations**

- Students are expected to clear their schedules through the duration of class. Leaving class to attend meetings or other activities is not permitted.
- Students will receive the link to the course materials and information the week prior to the course. Students are expected to familiarize themselves with the layout and compilation of learning materials prior to the course start time.
- Students will receive the course pre-test the week prior to the course. Students are expected to take the pre-test prior to the course start time.
- Student participation in discussion and activities is required.
- Students must attend each day of class to receive course credit.

**Attendance Policy**

- Sign-in is required each day of the course to verify student attendance.
- Students are expected to devote their full attention to class. If an emergency occurs during class and you need to leave, you will need to reschedule for a different offering of the class.

**Testing**

- Most courses require that a student pass a final test with a 75% or better score.
- All exams are closed-book and scored upon completion.
- Students who do not pass the exam will be allowed the option to retake it.
- Students should inform an instructor immediately if they do not pass the exam on the first try and require a retake.

**Course Evaluation**

- Upon course completion, students will be provided a link to an anonymous online course evaluation.

**Student Certificates**

- Students will be sent course certificates within two weeks of class completion.