

Policy 7

Last Reviewed/Updated: 08/16/24

**IOEM Training Program Policy
In-Person Students**

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

General Guidelines

- All courses with classroom hours longer than 8 hours will have a minimum of two instructors.
- All courses will start and end on time according to the times provided. Periodic breaks (10 minutes per class hour) and an hour lunch break will be built into all courses.
- Pre-registration is required for ALL courses.

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 complete the course pre-test either prior to or at the beginning of class, depending on instructor preference and direction.
- 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 a student needs to leave, the student will need to reschedule for a different offering of the class.
- Students are allowed to miss 1 hr. (cumulative) of class time to take emergency calls and to deal with issues that arise. If a student misses more than 1 hr. of class time, they will need to reschedule for a different offering of the class.

Testing

- Students may review their pre-tests results during class but must turn-in the pre-test to the instructor daily.
- Most courses require that a student pass a final test with a 75% or better score to pass.
- All exams are 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

- State ICS/G courses – IOEM will provide completion certificates via email within 4 weeks of class.
- FEMA/Consortium partners – Course certificates will be provided to students within 6-8 weeks of class.