

2022-2023 Attendance Policy

Apprentices are required to complete 144 hours of classroom instruction each year for their apprenticeship. Apprentices are expected to attend **ALL** scheduled classes and should arrive prior to class and be ready to start by 5:30, expect to stay for the entire class, must be on camera at all times, be prepared to learn, have all books & required materials, and have completed assignments as assigned. If an apprentice arrives to class without their material, they may be considered absent.

Classes are scheduled for the required 144 hours only. Therefore, attendance is mandatory. However, we do understand that circumstances such as illness, family, or work-related emergencies may force you to miss a class. In the event you **must** miss a class, please contact your instructor regarding make-up work/tests/time. Apprentices are expected to make up missed work on their own time in order to stay current with their class. Your Employer Sponsor will be notified of the absence as well.

It is Vermont Tech's duty to ensure that all students enrolled in the program are receiving standard and consistent education. We are required by the Electrical & Plumbing Licensing Boards to show that apprentices are completing 144 hours of instruction each year. With that being said, apprentices are allowed **four absences per year**. Please plan your vacation and scheduled time off around your classes since any apprentice who exceeds four absences **will be dropped from the program**.

Absences are only excused by receiving one of the following documents:

1. Doctor's Note
2. Military Note
3. Positive COVID Test

Work is **NOT** an excusable absence. Apprentices can and will be considered absent should you arrive to class without audio and video capabilities.

Attendance will be taken at the beginning and end of each class. Please be aware that absences *will not* count until after the first full week of classes have ended to allow for late registrants, class start-ups, etc. For the 2022-2023 apprenticeship year absences will count after **November 11, 2022**.

If there are any questions regarding this policy, please contact the Apprenticeship Administration by email at vtcelpl@vtc.edu.