

## **CV-TEC Adult Education Instructional Hour Make-Up Policy**

All adult CV-TEC students who are required to meet hourly requirements for their certification or license may be charged for make-up hours according to the established annual rate schedule. This schedule will be established by the District Superintendent or his/her designee on an annual basis.

Accurate student attendance and hourly records will be maintained by the adult education instructor(s) for each program. Appropriate management and monitoring of the “make-up” time will be administered by the primary instructor.

Students need to make up all missed hours in a timely manner. A grace period of 20 hours will be given to adult students who miss instructional time for valid absences during each academic year (September – June) for the year-long programs.

The guidelines for the adult LPN program allow two class days totaling 12 hours and one clinical day of 8 hours of grace time, for a total of 20 hours. An additional grace period of two days or 12 hours will be granted for adults needing to make-up for hours missed during the summer months for the Aviation Tech program.

Adult students enrolled in short-term adult education programs have the following grace period for the specific program:

- CNA - 2 class days, 0 clinical time
- Home Health Aide – 2 class days, 0 clinical time
- EKG – 1 class day
- Phlebotomy – 1 class day

Adult students who miss more than 20 hours during the academic year or 12 hours during the summer program (Aviation Tech) will be charged the established hourly rate for any year-long program. Adult students who miss more than the allowed grace time for the short-term programs will be charged the established hourly rate for the short-term programs. All charges must be paid by the adult student during the academic year or instructional period for the short-term courses in which the hours are made up.