

## Attendance Policy

**Multi-Day Programs:** Participation in all originally scheduled days of multi-day programs is mandatory in order to receive the certificate of completion and CEUs. Participants who miss more than two hours of the entire program will not be eligible to receive the certificate.

**One-Day Programs:** Participation in all originally scheduled days of one-day programs is mandatory in order to receive the certificate of completion and CEUs. Participants who miss more than one hour of the entire program will not be eligible to receive the certificate.

Participants who fulfill the attendance requirement will receive an electronic certificate via the ATD Learning Portal at the end of the program. You will receive an email with instructions for downloading and printing your electronic certificate.

*Please note: In addition to your full participation, you must complete your post-course evaluation to receive your certificate.*

To view our transfer and cancellation policies, please [click here](#).

