

Attendance Policy

Participation in all online sessions at their originally scheduled day and time is mandatory to receive a completion certificate and CEUs for any class that has four or fewer sessions. For classes that have five or more sessions, one missed live session can be made up by listening to the session recording in full. Participants who miss more than one live session will not be eligible to receive the certificate. All sessions will be recorded and available for participants to review throughout the course of the program.

If you find you need to miss/have missed a session, simply view the recording for the content you missed and notify us by email at education@td.org once the class is finished. If you meet the eligibility requirements, you will receive an email notification and will be able to download your electronic certificate on the ATD Learning Portal.

ATD requires active participation in our online program to receive credit for the program. Active participation includes, but is not limited to, participating in virtual classroom activities, discussions, breakout sessions, and intersession work.

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](#).

