

## SDPA CONTINUING EDUCATION

### **CE Attendance Policy**

To receive CE credit and certificates, participants must sign-in and sign-out of the course. CE credit and certificates will not be issued to those that arrive more than ten minutes after the start time or leave prior to sign-out. Sign-in sheets will be taken up ten minutes after the start time and replaced for sign-out at the end of the program. This policy is strictly enforced.

### **CE Cancellation Policy**

No refund will be given to any registered individual who is a no-show to a course. Any registrant canceling within 72 hours of a course will be refunded 50% of the course fee.