

Extended Credit / Make-Up Time

Students may obtain additional training beyond their scheduled training hours only during times that the institution is open for business and providing training in the program in which a student is enrolled. This policy accommodates students who may be working on a lab or clinic application that extends beyond their scheduled hours of attendance, and for students who may need to make up time as a result of prior absences by the student. Licensed instructors are on campus and are providing training and supervision of lab or clinic services between the hours of _____am and _____pm. Students may only obtain additional training during these hours. No credit will be given for any time that a student is clocked in if supervised training is not being provided.

Additional training time will be granted for practical work only, i.e., performing clinic services, lab applications and procedures, or sanitation training. Additional training time will only be permitted if space is available and may not displace another student who is in attendance during his/her scheduled time of attendance. The acting instructor/supervisor on site has the authority to restrict additional training time at his/her discretion.