

KENNEDY + SEMINARS

continuing education for the trades
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ATTENDANCE POLICIES

The goal of Kennedy Seminars is to be a contractor friendly business. We are aware that life happens and sometimes circumstances beyond your control do occasionally happen. Please contact me as soon as possible if a situation occurs so we can discuss your options.

It is mandatory that all hours of the entire seminar are attended in order to receive credit.

Per the MA Electrical Examiners Board of Electricians policy: "Any tardiness, absence or exit shall be documented and evaluated for determining credit for any class. Any time in excess of 10 minutes shall be reason to deny credit.

Attendance will be taken in the following ways:

*15 Hour Code Update- 1.) At check in 2.) a random time during the day 3.) At the end of the day

* 6 Hour PD Class- 1.) At check in 2.) At the end of the day

IF YOU ARE NOT PRESENT FOR ALL SIGNATURES- CREDIT WILL BE DENIED

In extreme emergency situations, it may be possible to make up your missed hours in another class. This situation is only possible if there is another class available in the near future.

Be forewarned- this is only an option in a 15 hour code update:

- You will not receive a certificate until you complete your hours
- Your hours will not be transmitted to the appropriate states until your hours are completed.
- If you are taking a 15 hour update and need it to renew in another state, you may be late renewing
- If your schedule will not allow you to make up the time missed, you may be required to take a new class with another provider and forfeit all monies paid to Kennedy Seminars.

We are grateful for your business and hope to see you in the future.
Please do not hesitate to contact us with any thoughts and or concerns.

Thank you,

Kennedy Seminars