



Attendance Policy

CAA Industry Training Program

Attendance Policy

May 1, 2003

Name of Policy

Implementation Date

Industry Training Program Manager

May 19, 2010

Position(s) Responsible

Date of Last Revision

May 19, 2010

Education Committee Approval

Policy:

Due to the nature of all CAA courses, regular attendance by students is required in order to acquire all of the knowledge and skills necessary to complete CAA Industry Training Programs (ITP) successfully.

- Students must attend 100% of the program in order to graduate
- CAA ITP courses run from 8:00 am to 6:00pm daily during the course. However, students may also be expected to perform duties before and after class, and acknowledge that, due to the nature of CAA training, field days may run longer.
- Absenteeism due to illness must be accompanied by a doctor's note for the student to be eligible for a make-up and/or retest.