

GKCPA CE Program Attendance Policy

A sign-in log is generated based upon participant registration, and any walk-in participants are handwritten onto the sign-in log. A member of the Board will be present at all programs to ensure proper attendance is accounted for and to answer any questions posed by participants. Participants will sign out of the log upon completion of the training to ensure their continued presence. At the end of the program, the GKCPA Board member or administrator will collect the log, and certificates are generated and emailed to participants within one week of program conclusion. Participants must be present for the entire training, aside from brief individual breaks to attend to personal/professional needs, in order to obtain a certificate of attendance and CE credit. The Board member present will monitor any individual breaks to ensure they are not excessive and result in the participant missing out on substantial portions of the training.