**Virtual Classes**

1. To receive a certificate of completion, attendees must be present online and sign in via an "Attendance chat" during each half-day of the class (AM and PM). The Attendance chat box will only be available for a limited time for each check-in. Under normal circumstances, participants must attend each session and sign in for each half-day to receive full credit for attending the class.
2. Continued attendance and participation will be monitored by the host and instructors throughout the duration of the class.
3. If a participant knows in advance that they will not be able to attend or sign in at the beginning of [registrar@adraceu.com](mailto:registrar@adraceu.com) before the training to explain their situation.
4. If the class has already begun and a participant was unable to sign in at the start of each half-day session or faces other attendance issues, they should contact the host or instructors immediately to explain their situation. If contacted promptly, the host can assist in completing the sign-in procedure. If a participant suspects they missed signing in, they should notify the host immediately, rather than waiting for the next check-in period.
5. Explanations provided by participants will be considered when determining credit for attendance, and decisions regarding certificate issuance will be made on a case-by-case basis by the Outreach Training and Engagement Division of the Alternative Dispute Resolution Academy.
6. If a participant successfully completes the attendance requirements, they should expect to receive a certificate via their registered email within approximately four weeks. If the certificate is not received within a reasonable timeframe, please contact [registrar@adraceu.com](mailto:registrar@adraceu.com) .
7. Joining a virtual meeting from small to medium-sized mobile devices is not recommended. Typically, the screen size is too small to display most visual content, and the ability to interact with chat windows may be significantly impaired. Attending the course exclusively from such devices may hinder participation to the extent that credit for course completion may not be granted.
8. Full participation is required to meet the criteria for course completion. This includes engaging in verbal and text-based discussions, activities, and practical exercises.

**In-Person Classes**

1. To receive a certificate of completion, participants must attend in person and sign an attendance sheet at the start of each half-day of class. Typically, participants must sign in for each half-day session and attend each class session to receive full credit.
2. If a participant knows in advance that they will not be able to attend or sign in at the start of each half-day session or will miss any extended portion of the class, they should contact [registrar@adraceu.com](mailto:registrar@adraceu.com) before the training to explain their situation.
3. If the class has already begun and a participant was unable to sign in at the start of each half-day session or faces other attendance issues, they should contact the instructors or [registrar@adraceu.com](mailto:registrar@adraceu.com) immediately to discuss their circumstances.
4. Explanations provided by participants will be considered when determining credit for attendance, and decisions regarding certificate issuance will be made on a case-by-case basis by the Outreach Training and Engagement Division of the Alternative Dispute Resolution Academy.
5. If participants successfully complete their attendance, they should expect to receive a certificate via their registered email within approximately four weeks. If a certificate is not received within a reasonable timeframe, please contact [registrar@adraceu.com](mailto:registrar@adraceu.com) .