

Technical Training Attendance Policy		PL - #4024
Name:	Technical Training Attendance Policy	Resources Required:
Who:	Executive Director Registrar Apprentices Apprenticeship Training Coordinators (ATC) Training Providers (will provide Registrar with contact responsible for maintaining attendance).	
Effective Date:	August 25, 2008	

Policy:

Apprentices may miss up to two (2) days of unexcused absences. Upon the third unexcused absence, the apprentice may be removed from technical training.

Note: The ATC and the Registrar assume responsibility for handling apprentice attendance issues.

X-Referencing	Technical Training Overpayment (Arrears) Status Policy Tuition, Refund and Transfer Policy Technical Training Code of Conduct (Apprenticeship Manitoba) Code of Conduct or similar (Training Provider) Confidential Client Medial Document Policy	
Legislation	Apprenticeship and Certification General Regulation	
Reference Forms	Attendance Warning Letter (ACIS) Apprentice Course Termination Form Overpayment Amount Letter – Form Letter 1 Reminder Overpayment Letter – Form Letter 2	
Date Approved	May 2, 2012	
Review Date	February 1, 2013	
		Comments