

## Course Policy & Guidelines

For courses conducted at our Camp Atterbury location, at Indiana Government Center and at remote locations, the Emergency Management Training Section will provide lodging through direct billing arrangements (at state-negotiated rates, plus tax, per night) with hotels that will be listed in the acceptance letter to be sent out upon registration for a course or workshop. Hotel room blocks are released to the public 7-14 days before a course so please make arrangements for lodging as soon as possible. Lodging arrangements **must** be made with the hotels listed on your acceptance letter. If lodging is not available at that hotel, you must call the Emergency Management Training Section and we will aid you with finding lodging. We **will not** pay for partial room costs or lodging made at locations other than our contracted hotels.

Participants who reside over 50 miles from the training location are eligible for overnight lodging for courses which are more than one day in length. Only those participants who reside 75 miles or more from the training location are entitled to lodging the night before a course. If you have questions regarding eligibility for lodging, please contact the Emergency Management Training Registration Secretary.

Emergency Medical Services and Law Enforcement personnel should note that Emergency Management courses and workshops are eligible for in-service credit equal to the length of the course. Continuing education booklets may be signed by course instructors at the end of each eligible course.

Students are required to attend all sessions of the course. Credit for course or workshop completion and reimbursement will not be granted if more than ten percent (10%) of the course or workshop is missed (this includes sleeping, arriving late, and leaving before class has finished). Once you have registered for a course, please do not make any appointments or arrangements that may interfere with attendance of the entire course or workshop. Emergencies will be dealt with on a case by case basis; you must contact the course instructor(s) as soon as possible if you have an emergency requiring leave.

For courses with an examination, students must pass the exam with a 70% or better to receive IDHS credit for successful completion. If a student cannot pass the exam the first attempt, a retest is permissible.