



**Policy and Procedures for Missed Contact Hours
for the
USC/WPS Comprehensive Program in Sensory Integration
February 2008**

Attendance during all scheduled lecture hours, at each of the four courses of the USC/WPS Comprehensive Program in Sensory Integration, and completion of the course requirements is needed to be eligible for SI Certification. Upon completion of each individual course, participants are awarded the Certificate of Attendance, which states that 30 contact hours have been completed and 3.0 CEU's are awarded through the AOTA Approved Provider Program. Participants should allow adequate time to arrive by 8:30 a.m. on the first day of each course and arrange transportation accordingly to ensure full attendance until 3:30 p.m. the last day of the course.

In the event of circumstances that prohibit full attendance, the following procedures apply:

If, during the course, the participant finds him or herself in an unforeseen circumstance where **less than 30 minutes** of the course will be missed, the reason for the absence should be discussed with the course instructor. The instructor, at his or her discretion, can ensure that the materials are covered during the course. Once the participant covers the missed material, the **instructor can initial** the sign-in sheet **for that participant** for the time missed.

For all other extenuating circumstances, the participant should immediately contact the Project Director, Susanne Smith Roley M.S., OTR/L, FAOTA at susannesr@cox.net to make arrangements for time missed. All cases are considered on an individual basis.

~ If less than 3 hours are missed:

The Project Director will determine whether the content missed can be made up through self-study, tutorial or attendance at another course to ensure coverage for the missed time and course content. Written documentation must be provided as mutually agreed upon between the participant and the Project Director.

~ If more than 3 lecture hours are missed:

The time must be made up via attendance at another course. There is no charge for auditing another USC/WPS course (for the time missed only). You must audit the make-up course during the time on the schedule missed during the originally scheduled course. For specific information and to ensure seat availability at the course, contact Melissa PreJean at WPS (800) 648-8857 or mprejean@wpspublish.com prior to attending. Sign in at the course so that your attendance is recorded. Once the make-up is complete, the certificate of attendance will be mailed.

~ In the event of extreme hardship:

If there are significant impediments to full attendance at the course and subsequent courses such as disabling conditions, significant family disruptions, or natural disasters, contact the Project Director. USC/WPS staff and instructors will do our best to assist you in the process of completing certification as appropriate to the situation.