

## **Conference Attendance Policy for Who Will Own the Forest? 2022**

### **a) Attendance Verification Policy**

World Forestry Center will send Students a Certificate of Attendance after each accredited course. Students must prove attendance by signing in on the Course Sign-in Sheet and by completing the Certificate of Attendance with the information requested by World Forestry Center at the close of the relevant instruction course.

### **b) Percentage of Attendance Policy**

Students must attend at least 75% of course in order to obtain continuing education credit. This means that Students will need to attend at least 75% of Who Will Own the Forest before signing in on the Course Sign-in Sheet. Partial credits will not be awarded.

### **c) Non-Membership Policy**

Students are not required to be members of either World Forestry Center or any of the organizations providing instructors at a World Forestry Center event.

### **d) Attendance Records Policy**

World Forestry Center will retain registration and attendance records for a minimum of 5 years from the date of the event.

### **e) Course Scheduling Policy**

World Forestry Center courses will not exceed 8 hours of lesson-time a day and will include appropriate breaks.

### **f) Course Certificate Policy**

World Forestry Center will promptly issue signed course certificates to attendees, and certificates will include the attendee's name, name of the course, instructor's name, number of classroom hours, and the course approval number assigned by the ACLB.

### Definitions:

Students refer to registrants

Instructors refer to either World Forestry Center staff or other external professionals providing courses through World Forestry Center