

Purpose

This policy provides staff with guidance and establishes the procedures regarding the verification of attendance for on-line training programs.

Background

Per the Authorization to Bill (HSD 1051) Training Providers are responsible for submitting copies of all participant evaluations or training progress reports as well as the school being required to provide verification of enrollment and participant attendance prior to payment. This includes On-Line/Distance Learning Training Programs.

Policy

Clients must be able to verify their training hours and progress as well as ensure clients are still in the training program. Verification needs to be done monthly, however, if not able to do monthly must check at least quarterly.

Actual hours of participation in online classes must be documented and verified using records such as:

- Classroom time sheets
- Attendance records, or
- Similar documentation made available by the school
 - Transcripts or report will satisfy this requirement

The documentation used to verify attendance and progress must include the following

- Client's name
- Name of school/service provider
- Number of hours
- Name and phone number of person verifying the hours

References:

Individual Training Agreement
WSD 19-10