



Eastern Shore Regional Fire/Rescue Training Center	
Training Delivery	
Subject:	Student "No-Show"
Effective Date:	June 29, 2011
Revised Date:	
Policy Number:	101.2
Signature of Approval:	Chair of ESRFTC

PURPOSE

To provide an standard procedures for administering training programs thru the ESRFTC.

SCOPE

The policy is intended to ensure students attend training courses for which they have registered. This policy is designed to reduce the number of training classes that are being cancelled due to insufficient attendance because of students who fail to attend classes for which they have registered.

The No-Show policy is designated only for those students who register for a class and do not show up without prior notification. A simple phone call or email prior to 72hrs of the class is all that is being asked of students. That way, another student can be added to the course roster in the event there is a stand-by list.

PROCEDURES

1. First Offense:

The student's fire chief will receive a letter advising them that the student had registered for a training class and failed to attend the class without notifying the ESRFTC-Committee to cancel. The student will be suspended from registering for sponsored training programs for 30 days.

2. Second Offense:

The student's fire chief will receive a letter from the appropriate advising them that the student had registered for a training class and failed to attend the class without notifying the ESRFTC-Committee to cancel. The letter will denote a second offense. The student will be suspended from registering for sponsored training programs for 90 days

3. Third Offense:

The student's fire chief will receive a letter from the appropriate advising them that the student had registered for a training class and failed to attend the class without notifying the ESRFTC-Committee to cancel. The letter will denote a third offense. The student will be suspended from registering for sponsored training programs for 180 days and will be required to have a letter from their fire chief requesting reinstatement to be able to register for future training courses.