



CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

Training Attendance Policy

Effective February 5, 2019

The Central Region Homeland Security Advisory Council (CRHSAC, or “Council”) adopted a new Backfill and Overtime (BF/OT) policy at its regularly-scheduled meeting on February 5, 2019 and is effective immediately.

In order to ensure that seats in training courses funded by CRHSAC are not left vacant due to short-notice and/or no-notice cancellations, CRHSAC has instituted the following attendance policy:

No-Notice Cancellations

If an individual signs up for a training and does not attend without providing notice before the course start time, they will be ineligible to attend all CRHSAC funded trainings for one (1) year from the date of the course that was missed.

Short Notice Cancellations

If an individual signs up for a training and cancels within seven (7) days of the course start date on more than one occasion during any 365-day period, they will be ineligible to attend all CRHSAC funded trainings for one (1) year from the date of the second course that was missed. Individuals who have just one (1) short notice cancellation within the last 365 days of the scheduled date of a training will be eligible to attend.

The policies stated above for both short notice and no-notice cancellations apply to all days of a multi-day training. Students who do not attend all days of a scheduled training will be considered absent for the purposes of this policy. Exceptions can be made on a case-by-case basis for exigent circumstances, as approved by the Council.