

Student Absence Policy

All students enrolled in CTRTA courses are expected to attend all scheduled in-person training dates. Because academy and professional development courses include required hands-on instruction, attendance is mandatory for successful course completion.

Make-Up Options

If a student misses a required in-person training date, the missed material must be made up through one of the following methods, as approved by CTRTA:

1. Make up the missed training with another currently running class, if space and scheduling are available.
2. Stay late during other scheduled skills days, if time, staffing, and course structure allow the missed material to be completed.
3. Schedule one-on-one make-up training with an instructor, with the student responsible for paying the instructor's hourly rate for the additional training time.

Administrative Review

CTRTA will determine which make-up option is appropriate based on instructor availability, staffing, schedule, and the type of material or skills missed. Failure to complete all required make-up training may result in denial of course completion paperwork, ineligibility for skills testing or final testing, removal from the course, or other corrective action.

Approved for CTRTA internal policy use.