# **Frequently Asked Questions**

#### How many sessions I must attend to complete my course?

SOP must complete 24 sessions (2 sessions per week for 12weeks). IOP must attend 18 sessions (3 sessions per week for 6 weeks).

## What's the maximum time I have to complete my course before being terminated?

<u>SOP</u> max time to complete the course is <u>15 w</u>eeks from your booking date. <u>IOP</u> max time to complete the course is <u>8 weeks</u> from your booking date.

## What is termination?

Removal from the program (Losing all monies paid and time spent during that enrollment).

## When are my payments due?

SOP - 3 consecutive Monthly payments (\$180) are due on the same day of the month as the initial payment (Booking).

IOP - 5 consecutive Weekly payments (\$100) are due on the same day of the week as the initial payment (Booking).

# Can I receive credit for attending more sessions per week than I'm scheduled?

No, SOP **cannot** receive credit for attending more than 2 sessions per week and IOP **cannot** receive credit for attending more than 3 classes per week.

# How often are progress reports given?

Once per month unless requested more often. They are sent to Probation Officers around the beginning of the month for the previous month.

# What's in the progress report?

Financials, participation, attendance...etc.

# Can I be removed from daily sessions without receiving credit?

Yes, if sleep, not visible on camera, camera off, disruptive behavior, zooming in late, not focused...etc.

# What happens if I attend the session late?

Facilitator will continue with class. Credit for attendance is done after attendance reports are printed and evaluated. Attendance reports are printed on the next business day.

# Should I keep an attendance log?

Yes

#### Can I attend more than 1 session per day?

No, never can you attend more than 1 session per day nor more than your weekly max attendance per week.

#### What day do the weeks begin?

Our weeks begin on Sunday for session attendance purposes. If you attend a Sunday session, it will be your first session of the new week.

#### What happens if I get a positive UA (Urinalysis) while enrolled in this course?

Any positive UA results will automatically terminate you from the program.

#### Can I re-enroll after termination?

Depends on case by case basis (However, re-enrollment includes paying and completing all paperwork again)

## Will I receive an enrollment agreement?

Yes after completing all 3 steps (**B**ooking, Intake/w State ID and **O**rientation) we will send an enrollment agreement to your Probation Officer and upload into the portal for you.

## When will I receive my certificate?

After completing all sessions, all fees paid, and all paperwork is completed and approved. The office will then send a certificate directly to your P.O. / attorney and will upload a copy to the portal for you.

# Can I be terminated for low attendance and for late/ non payments?

Yes you can and will be removed.

# Can I take IOP and SOP at the same time?

No, they are step down classes. You must complete IOP before you can step down to SOP. This is only for those that are required to take both.

#### How do I make-up time if I miss a session?

Again, you can only attend 2 sessions per week max for SOP and 3 sessions per week max for IOP. We added additional time to the program called maximum time. That's why you have 8 weeks max to complete the 6 week IOP course and 15 weeks max to complete the SOP course. Again, <u>If you are not</u> <u>complete with the program in the maximum weeks allowed you will be terminated.</u>

#### Can I accelerate the program or complete early?

No, that's why we have a maximum number of sessions you can attend per week.

#### What days are sessions available?

Monday 7am and 7pm (can only attend 1 session per day) Tuesday 7am and 7pm (can only attend 1 session per day) Thursday 7am and 7pm (can only attend 1 session per day)