

U.S. Equal Employment Opportunity Commission  
Office of Federal Operations, Federal Sector Programs  
Outreach, Training, and Education Division

## EEOC Federal Training Attendance Policy

### Virtual Classes

1. To receive a certificate of completion, attendees must be present online and must sign in to an “Attendance chat” during each half day of class (am and pm). The Attendance chat box will only be available for a finite time for each check in. Under normal circumstances, it is necessary to attend each session and to sign in each half day to be guaranteed credit for attending the class.
2. Continued attendance and participation will be monitored by the host and instructors throughout the duration of the class.
3. If a participant knows prior to class that, for any reason, they cannot be in attendance to sign in at the beginning of each half day, or they cannot be in attendance for any other extended period of class, they should contact [EEOC.TrainingInstitute@eeoc.gov](mailto:EEOC.TrainingInstitute@eeoc.gov) prior to the training to explain their situation.
4. If class has already begun, participants who could not be in attendance to sign in at the beginning of each half day, or with other attendance issues, should contact the host and/or instructors immediately to explain their situation. If contacted in a timely fashion, the hosts can assist completion of the sign in procedure. If a participant suspects they may have missed signing in, they should contact the host immediately. **Do not wait for the next sign in period to inform the host you may have missed the previous sign in.**
5. Explanations provided by participants will be considered in determining credit for attendance, and determinations on the issuance of certificates will be made on a case-by-case basis by the Outreach Training and Engagement Division of OFO.
6. If a participant satisfactorily completes the attendance requirement, they should expect to receive a certificate sent to their registered email in approximately four weeks. If a certificate is not received within a reasonable timeframe, please contact OTED at [EEOC.TrainingInstitute@eeoc.gov](mailto:EEOC.TrainingInstitute@eeoc.gov).
7. Joining an Adobe Connect meeting from small to medium sized mobile devices is not recommended. Typically, the screen size is too small to display most of the visual content, and the ability of the user to respond in chat windows is often significantly impaired. As a result, attending the meeting entirely from these devices

may hinder participation to the extent that credit for completion of the course may not be granted.

8. You must participate fully to meet the standards and intent of the criteria for completion. This includes participating in verbal and text-based discussions, activities, and practical exercises.

## In Person Classes

1. To receive a certificate of completion, participants must attend in person, and will be required to sign an attendance sheet at the beginning of each half day of class. Typically, it is necessary to sign in each half day and attend each session to be guaranteed credit for attending the class. Continued attendance and participation will be monitored by instructors throughout the class.
2. If a participant knows prior to class that, for any reason, they cannot be in attendance to sign in at the beginning of each half day, or for any other extended period of class, they should contact [EEOC.TrainingInstitute@eeoc.gov](mailto:EEOC.TrainingInstitute@eeoc.gov) **prior** to the training to explain their situation.
3. If class has already begun, participants that could not be in attendance to sign in at the beginning of each half day, or with other attendance issues, should contact the instructors or [EEOC.TrainingInstitute@eeoc.gov](mailto:EEOC.TrainingInstitute@eeoc.gov) immediately to discuss their circumstances.
4. Explanations provided by participants will be considered in determining credit for attendance, and determinations on the issuance of certificates will be made on a case-by-case basis by the Outreach Training and Engagement Division of OFO.
5. If you have satisfactorily completed your attendance, you should expect to receive a certificate to your registered email in approximately four weeks. If you have not received a certificate within a reasonable timeframe, please contact us at [EEOC.TrainingInstitute@eeoc.gov](mailto:EEOC.TrainingInstitute@eeoc.gov).