TRAINING CANCELLATION POLICY

COMPUTERIZED OFFICE TECHNICIAN AND
COMPUTERIZED OFFICE TECHNICIAN – RECERTIFICATION COURSES

This class/course has been paid for by, or supplemented with, Federal Training Funds; therefore, cancellations must be made in writing at least two weeks prior to the class/course start date. An emergency cancellation less than two weeks prior to the start of the course must be made by the participant's supervisor, with the understanding that the participant's work area will be billed if their seat cannot be filled by another participant.

Class Preparation and Expectations:

- MDOT expects full commitment to attendance and participation in this class/course. Certifications and certificates of completion will not be issued for participants that fail to attend and/or participate.

- MDOT 2020 Spec book will be required for use for the 5-day Computer Office Technician course.

- Be sure to have your webcam on at all times during class and *especially* during the written quizzes and exam. Notify the instructor if there are any issues associated with this.

- Multiple monitor screens are highly recommended.

- Be sure to test your computer/laptop system and equipment prior to the actual class start date.

- If the student does not pass the exam, the full course *must* be retaken. This applies for both 5-day Computer Office Technician course and the 1-day Computer Office Technician-Recertification exam.

BY SIGNING AND DATING BELOW, YOU HAVE READ AND AGREED TO THIS TRAINING CANCELLATION POLICY AND ASSOCIATED FEE(S).	
TRAINING COURSE NAME *(Select no more than two)*	**COURSE DATE(S)**
☐ FieldManager Training ☐ Computerized Office Technician (*Proof of FieldManager Training Certification is required prior to registering for this course.*) ☐ Computerized Office Technician Recertification-*Exam* (*Proof of FieldManager Training Certification is required prior to registering for this course.*)	
PARTICIPANT SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE

Rev: September 2021 kc/lg