



## **DURATION & ATTENDANCE POLICY ACKNOWLEDGMENT FORM**

Student Name: \_\_\_\_\_ SS Number (Last 4): \_\_\_\_\_

### **ATTENDANCE POLICY**

This agreement outlines the duration and attendance requirements and expectations for students enrolling in the NJ Academy of Home Inspectors. By signing this document, you acknowledge and agree to the terms and conditions set forth below, including the specified time frames for completion of the program. **Students do not have unlimited time to complete the course.** This form outlines the school duration & attendance policy, which can also be seen on the school website at [nj-ahi.com](http://nj-ahi.com), in the registration form, the field mentoring agreement, and the course catalog. The attendance & time frame requirements to complete both the classroom and field mentoring training are strictly enforced without exception.

In order to receive certificate(s) of completion, this school requires STUDENTS to be in attendance for a minimum of 140 hours of classroom training and 40 hours of unpaid field-based inspections within the school duration guidelines. Failure to complete either within these guidelines will result in removal from the program and no certificates will be issued. If STUDENTS are removed from the program for any reason, they must reapply to reenter the program as a new STUDENT and will be responsible for all associated fees.

Any classes missed can be made up during the next ten (10) week cycle immediately following the STUDENT Course End Date. This will be known as the STUDENT Make-Up Cycle. Any classes not made up within that time will result in an incomplete and will result in removal from the program. STUDENTS can apply for an extension, any request for extensions must be made in writing prior to the end of the STUDENT Make-Up Cycle. All requests will be reviewed on a case-by-case basis.

### **CLASSROOM DURATION**

In order to receive a certificate(s) of completion, this school requires STUDENTS to be in attendance for a minimum of 140 hours of classroom training and perform 40 hours of unpaid field-based inspections. Failure to complete either will result in removal from the program and no certificates will be issued. If STUDENTS are removed from the program for any reason, they must reapply to reenter the program as a new STUDENT. Any classes missed can be made up during the next ten (10) week cycle immediately following the STUDENT **Course End Date**. This will be known as the STUDENT Make-Up Cycle. Any classes not made up within that time will result in an incomplete and will result in removal from the program. STUDENTS can apply for an extension, any request for extensions must be made in writing prior to the end of the STUDENTS Make-Up Cycle. All requests will be reviewed on a case-by-case basis.

## **FIELD MENTORING DURATION**

The STUDENT understands that they will have six (6) months to complete the required 40 hours of unpaid field-based inspections. This timeframe will commence upon the successful completion of a minimum of 5 weeks of classroom training. This is to ensure the student receives the necessary training to perform home inspections, as they have no prior experience. All STUDENTS will receive an additional three (3) month grace period to complete their required training inspections. During this grace period, STUDENTS will be required to pay \$50 per inspection. If, after nine (9) months from the time access was granted to the Field Training Online Scheduler, the STUDENT has not completed the required 40 hours of unpaid field-based inspections, they will be removed from the program. If STUDENTS are removed from the program for any reason, they must reapply to reenter the program as a new STUDENT. Any requests for extensions must be made in writing prior to the end of the three (3) month grace period and will be reviewed on a case-by-case basis. Extensions, if granted, will extend the time frame by three (3) months.

To complete the field mentoring portion of the training, STUDENTS must submit the Direct On-Site Supervision Form (Page 9), Student Field Training Log, and Training Report(s) for each training inspection completed. All documentation must be submitted prior to the end of your field mentoring period without exception. If any of the aforementioned documentation is not completed within the specified time, STUDENTS understand they will be removed from the program.

Please note that NJAHI® does not provide preferential treatment to any STUDENT when scheduling field training inspections. **It is the STUDENT'S responsibility to check SuperSaas daily and ensure their availability for field training inspections. NJAHI® shall not be liable for any STUDENT'S failure to attend field training inspections within their nine (9) month allotted time frame due to their unavailability.** This policy adheres to the state's guidelines and aims to be equitable and unbiased for all STUDENTS, allowing no exceptions.

By signing below, I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this agreement. I am aware that I do not have unlimited time to complete the classroom training and field mentoring. **I understand that all training must be completed within the school duration policy** as annotated above, in the course registration form, course catalog, and the field mentoring agreement. I understand that to receive my certificates, I must complete both the classroom portion of the training and the field mentoring portion within the given timeframes.

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**STUDENTS Signature**

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**Date**

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**School Official Signature**

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**Date**