

**UCDHS CENTER FOR PROFESSIONAL PRACTICE OF NURSING  
DEPARTMENT GUIDELINES**

**I – 002 GUIDELINES FOR CPPN:  
Registration and Attendance For  
Courses Offered By The Center For  
Professional Practice Of Nursing**

**(NOT INCLUDING AHA COURSES)**

<b>Approved: Kelly Tobar</b>	<b>Page: 1 of 2</b>	
	<b>Effective Dates</b>	
<b>Supersedes: 3/2015</b>	<b>9/93</b>	<b>12/12</b>
	<b>5/96</b>	<b>3/2015</b>
	<b>1/04</b>	<b>5/2016</b>

**I. PURPOSE:**

- A. To establish a registration deposit and attendance policy for Center for Professional Practice of Nursing class “no shows” in order to prevent financial loss and to ensure that interested participants are given greater opportunity to attend. Classes with no preregistration requirement and AHA classes (ACLS/PALS/etc) do not fall under this policy.

**II. DEFINITION:**

- A. No Show: One who registers for a class and does not cancel within prescribed time frame, and does not attend.
- B. Late is defined by: Arriving at a point after which required information to successfully complete course has already been reviewed as determined by the course coordinator. This time frame will be noted in the registration information on the CPPN website or published materials.

**III. GUIDELINES:**

- A. In order to register for classes requiring advance registration, a \$25.00 deposit (check or credit card) must be received with the completed registration form five working days (Monday-Friday) prior to the date of the class. Individual personal checks, money orders for those without checking accounts, or credit cards are required for deposits. Cash is not accepted.
  - 1. Classes that are mandated by university policy or individual manager still require a class deposit as described above.
- B. Deposits are applicable for all non-fee classes coordinated by the Center for Professional Practice of Nursing. This policy applies to all course participants. Registration forms received without accompanying deposits will be retained by CPPN until deposit received or class occurs and will appear under “Pending Activities” in UC Learning. Courses with fees (such as Trauma Nurse Core Course, ONS, APHON) have a different fee structure covered under a different

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policy.

- C. Questions regarding deposit requirements will be referred to the administrative assistants, ANII, or Nurse Manager. They will explain the deposit policy and will not provide waivers or special arrangements for any participant. (Speaker attendance is cover under separate policy).
- D. Deposit checks will be shredded after class attendance is verified via roster unless requested otherwise by class participant.
- E. Participants unable to stay for at least half of the course will forfeit deposit.
- F. Participants who arrive late, and participants unable to stay for the entire course will not receive CE certificates
  - 1. Attendance Expectations (e.g., 100% of activity, or missing no more than ten minutes of activity) will be noted on Continuing Education Application, website and all printed materials concerning the course.
- G. If a participant arrives late the course coordinator has the option to allow the late participant to audit the course if space and materials are available and the course participants will not be disrupted. No CE credit will be awarded and participant will forfeit their deposit.
 

Class coordinator notes on the roster that participant is a late show and no CE credit.

  - 1. Participant will receive a certificate of attendance for class time attended.
  - 2. UCLearning Training Transcript will show, attended, not completed, no pass.
- H. If the registrant does not cancel within the prescribed time frame or provide written authorization for excused absence, the deposit will be forfeited. In the event of illness or work schedule change, Manager or ANII must email approval of excuse to CPPN within five working days following the class to avoid forfeit of deposit.

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1. Participants should notify CPPN of possible jury duty at the time of summons, with follow-up notification if called and unable to attend to avoid forfeit of deposit.
  - I. Checks will be retained five working days pending receipt of approved excuses for participants unable to attend. Five working days after the class, checks and credit cards will be processed
  - J. Walk-in registration is not recommended and participants will only be allowed to attend depending on space and materials availability. Walk-ins must be prepared to be turned away.
  - K. Wait listed persons will be allowed to attend course in the event of a cancellation or No Show.
  - L. Classes are canceled as a last resort. In the event that a class is canceled by the Center for Professional Practice of Nursing, registered participants will be notified in advance and registration deposit will be returned.