

memorandum of understanding

As a student in the Integrated Energy Training certificate program, I have read, understand and agree to the following requirements to be eligible for graduation from the program:

- 1. I understand that certification is not based on quiz scores alone. Other elements affecting certification are class attendance, class participation and instructors' observations.*
- 2. I understand that I must attend all scheduled classes, arrive on time and return from breaks on time. Sleeping during class, wearing earphones, talking when disrupting other students is prohibited.*
- 3. I understand that I must call into the school if I will not be attending class due to illness or unforeseen emergency. Calls should be directed to Michelle Ketcherside.*
- 4. I understand I must follow all safety policies and procedures, and that there is zero tolerance for not following any safety procedure.*
- 5. I understand that I will treat all classmates and instructors with respect and common courtesy.*
- 6. I understand that High Plains Technology Center does not guarantee job placement.*

My signature below confirms that I have read, understand and agree to follow all guidelines mentioned above.

PRINT FULL NAME

SIGNATURE

DATE