



## NEMTP Policy

**\*The NEMTP program is a 5-year program and not an a la carte CE lecture series. Therefore, course tuition is due regardless of attendance.**

In order to maintain integrity of the New England Master Track Program, attendance is required. As we all know, things happen in life that may preclude one from being able to attend part of, or entire meeting. Below are the guidelines for making up credits of missed sessions.

It is important to keep in mind that NEMTP is not an entity where something is obtained at the completion of the program. Instead, it is a curriculum that facilitates the need to get hands-on and participation credits for the Mastership in the AGD. Therefore, if a portion is missed, the downside is missing credits of that particular subject matter. Therefore, it is not necessary to make up the missed time unless the participant has that specific subject matter need for their MAGD transcript. With that said, continued attendance in the program is required for the success of the program. As a result, a maximum of two missed weekends is allowed for continuation within the Track. If more than two full weekends are missed, the participant will be encouraged to join a subsequent track.

*Beginning in March of 2018, dues will be due for the year, not each session. As the program is a five-year commitment, dues are required regardless of attendance. This is a deviation from year's past where attendees began to believe that they shouldn't have to pay if they didn't attend a weekend. As stated before, the success and predictability of the program is dependent upon members paying the full course fee over the length of the program.*

### ABSENCE POLICY

#### Missed Full Weekend

If a full weekend is missed, a NEMTP participant has the following options.

- 1) Attend the NEMTP session of a subsequent Track (this would result in not walking with the group during the Mastership ceremony). If the NEMTP participant decides to attend the subsequent track (2.5 years later) instead of attending their own track's originally scheduled subject matter, it is at the discretion of the individual. But this will be at the expense of the credits of their track's credits.

- 2) Attend a MasterTrack session of a different MasterTrack Program (location, attendance, course fees, presentation, and acquired credits are the responsibility of the individual). The presentation for this subject matter must be done at the alternative MT Program in order to receive the presentation credits.
- 3) Find other CE opportunities that fulfill missed credits.

\*NOTE: Presenting to the course director outside of the Sunday presentation DOES NOT supplant presentation to the group. This is a direct violation of PACE standards and although it has been done in year's past, it is no longer acceptable. In order to receive homework credits, a NEMTP member must present **with** the group.

### **Missed Presentation**

- 1) Absence from Sunday presentations results in loss of credits for the presentation.
- 2) Departure from Sunday presentations earlier than completion of the day's presentations results in loss of all presentation credits, including the doubling of credits from the homework assignment. This is non-negotiable regardless of reason.
- 3) If attended lecture but no presentation given, 8 hours of lecture credit provided. A MAXIMUM of 2 sessions allowed without doing a presentation. If a 3<sup>rd</sup> session is done without a presentation, the Executive NEMTP member will be asked to be removed from the program.
- 4) Previous tracks allowed presentation credits if the homework assignment was presented to the course lecturer by means other than Sunday presentation (email, skype, etc). The PACE committee and the AGD has recently made guidelines against this. If you do not present on Sunday, you do not get the presentation and doubling credits.

### **Missed one lecture session**

Credits are given as participation credit based on a presentation given at the following session. The credits are given as such: 8hrs for Friday, 8hrs for Saturday and 24hrs for Sunday. The Sunday credits consist of 8 hrs for attendance and 16 hrs for the presentation.

If one lecture is missed, the participant will lose 8 hours for the lecture.

For those that miss half of a day, the credit hours will be allocated for half a day.

Below is the excerpt from the PACE Guidelines from the AGD.

*For protocol/mastertrack courses, credit will be awarded hour-for-hour for the formal, on-site session(s). The amount of credit for the homework component must not exceed, but may be less than, the amount of credit awarded for the initial formal on-site session(s) and be commensurate with the level of difficulty of the homework assignment. Additional credit will be awarded hour-for-hour for the case presentation session. To determine if hours are participation or lecture, use these conditions:*

*a.If the participant completes the formal on-site session(s), does the homework component and passes the final case presentation all hours awarded may be coded as participation.*

*b.If a participant does not complete all three components (on-site lecture session, homework and case presentation) participation credit can only be awarded if the initial demonstration session(s) contained hands-on activities and as defined in Standard XI.B.2.*

### **EXPLANATION OF CE CREDITS**

Credit will be given for

Lecture Attendance on Friday	8 credits
Lecture Attendance on Saturday	8 credits
Attendance for Sunday	8 credits
Hands-On/Homework and Presentation	<u>16 credits</u>
<b>TOTAL</b>	<b>40 credits</b>

A total of 40 credits are given for full attendance and presentation each weekend. The first session has no presentation but the last session is a presentation only. Therefore the credits for those sessions are given as described above.

*\*Credits will only be awarded for accounts that are financially up-to-date.*

### **HOTEL POLICY**

The DoubleTree Hotel provides the NEMTP a group rate and a held block of rooms. This rate is typically a little higher than the regular rate and includes hotel expenses that are used for the set up of the meeting rooms, the breakfast each morning and coffee/refreshments during the breaks.

Any participant who is local or is not staying at the hotel will be required to pay a supplement of **\$50 per day** to cover the hotel expenses. This fee can be paid before the next session. If a member already knows that they will NOT be staying at the hotel, they can include this fee with annual tuition.

If the participant books a room outside of the hotel block for NEMTP or through a website such as hotels.com or expedia.com or similar sites, the participant will be required to pay the same \$50 per day as a supplement for the track hotel fees.

Executive Board NEMTP Track XI