



Scripture Therapy® College & Seminary Documentation Individual's Participation in Program or Course for CE/Credits (Part 2)

Policy 0004

Scripture Therapy® College & Seminary shall provide and maintain written policies and procedures to document participants' participation in course for continuing credits.

Procedure

The following is a procedure for documenting individual's participation in a program/course for continuing education credit as follows:

- Instructor shall maintain an online attendance roster through the LMS provided by Scripture Therapy® College & Seminary, which will include but not limited to students':
 - First and last name
 - Username
 - Email address
 - Last access time and length of time on course/program (time and date stamped)
- Students shall log-in and log-out, which shall be tracked by Scripture Therapy® College & Seminary through its LMS.
- Program/course evaluation completed by student