



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: **AVOCATIONAL** Student Recordkeeping—Issuance of Course Completion Certificates

Effective Date: February 13, 2024

TITLE: **AVOCATIONAL** Student Recordkeeping—Issuance of Course Completion Certificates

RATIONALE: To ensure that participants acquire verification of course completion.

POLICY/PROCEDURE:

Instructors are responsible for the collection of maintenance of student records. All documentation regarding student records must be submitted to the Education Director within one week from the date of course completion.

The Administrative Assistant will conduct an audit of all submitted records to verify all documents for accuracy and completeness. Any incomplete items will be submitted back to the Instructor for correction and **MUST** be returned within one week from the date of course completion. The Administrative Assistant will then use the “CABIINSSS” format to ensure all data entry requirements are completed including the issuance of course completion certificates . The Administrative Assistant will have a period of two weeks from the date of course completion to issue course completion certificates to participants and/or the specified Microsoft Teams folder. The Education Director will perform a random audit of all data entry created by the Administrative Assistant, and will also complete his/her portion of the “CABIINSSS” which includes **AT A MINIMUM:** Budget, Payments. Once all components of the “CABIINSSS” and course completion certificates have been accomplished, the course records will be filed as “complete.” in the appropriate avocational file cabinet.

RESPONSIBLE PERSONNEL:

Initial Record Submission: assigned Faculty

Procedure completion: Administrative Assistant, and Education Director

Random Audit: Education Director