

Tips for Class Monitors

- Use a standard sign-in sheet such as the one provided on-line at www.ncwelldriller.org, not a piece of scrap paper.
- Sign-in sheets must include, at a minimum:
 - Course Title, Provider, and Instructor(s)
 - Attendee Name (legible print or type)
 - Attendee Signature
 - NC Certification Number
 - Total Hours Earned
- The class monitor is responsible for tracking time in/out and total hours earned. To help with incoming flow of people, it is recommended that the class monitor should wait until 10 minutes into the class to note check-in times.

If you know who will be attending in advance (preferred)...

- In advance, prepare the sign-in sheet by typing registrant names onto the form alphabetically and cert. #. The day of the class attendees just need to sign by their name when they arrive. This will speed up the check-in process and ensure most names really are legible.
- After 10 minutes into the class, ask if everyone has signed in.
- Then, take up the sign-in sheets and mark though the names of any no-shows. Mark check-in time for all the on-time attendees. (can just put ✓ and note that all those attendees on that page checked-in on time)
- Have a separate sheet ready for any late attendees. (to avoid creative documentation of check-in time by attendees)
- Any late arrivals must be docked time in ½ hour increments... when more than 10 minutes late, if leave early, or take excessive breaks.

If no pre-registration...

- Attendees neatly print name, cert #, and sign name. The class monitor watches over this process. Stressing that name is printed *Legibly*.
- After 10 minutes into the class, ask if everyone has signed in.
- Mark ✓ check-in time for all that were on-time.
- Then, draw a line across on the sign-in sheet under the last name, marking that it is now 10 minutes into the class, and pack away those sheets.
- Have a separate sheet ready for any late attendees. (to avoid creative documentation of check-in time by attendees) Be careful to note the check-in time for any late arrivals, as they will not receive full credit for the class.