



## Attendance Policy

Classroom/lab days require 90% attendance. Make up material will be at the discretion of the instructor and may include: obtaining peer notes, time scheduled with instructor, video viewing and/or testing. Any hours missed greater than 10% of course hours (9 hours) will result in student being dismissed from class immediately. Students may enroll in a subsequent class but additional charges may apply. Clinical days require 100% attendance. Clinical time has to be made up in a subsequent course, which can result in delay of state exam and have additional charges applied. Sleeping and use of personal electronic devices (texting and music headsets) are prohibited during class. Use of those devices will result in the student being counted as absent.

## Entry Requirements

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. If you already have taken other exams, such as CASAS, ACT or COMPASS, find out whether you scored high enough to test out of a WorkKeys exam.

WorkKeys Requirements	Certified Medication Aide
Applied Math	Level 4
Reading for Information	Level 4

## Uniforms

Students in all Washburn Tech Health Care programs are required to wear a uniform, which may be purchased from Similar Mode. For more information, contact Teresa Vasquez at 785.228.6392 or [Teresa.vasquez@washburn.edu](mailto:Teresa.vasquez@washburn.edu) or Kathy Brown at [Kathy.brown@washburn.edu](mailto:Kathy.brown@washburn.edu).