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.