

CAI Absence, Tardy, and Dismissal Policy

Your attendance in all CAI classes is mandatory.

If you know that you will be absent from any part of any class, notify your Advisor and the Director of Education as soon as possible to ensure that you are able to make up the missed class time and earn the credit for that class.

If you do not make up time missed, you may be required to repeat the entire class the next year.

Absences

Absence from CAI classes will be reviewed on a case-by-case basis by the Education Director and the Chair of the CAI Committee to determine whether the absence is excused or unexcused. Regardless of whether the absence is excused or not, work may be assigned for the missed class or you may be asked to come back next year. Assigned work must be completed accurately within 30 days of the missed class. If assigned work is done inaccurately, you may be required to repeat the entire class next year rather than redoing the assignment.

Tardies

Tardies will be handled onsite by the CAI class Advisor and the Director of Education to determine whether the tardy is excused or unexcused. Work may be assigned to make up for class time missed.

Dismissal from Program

If conduct occurs that is contrary to the CAI Code of Conduct, you may be asked to leave the program and/or be required to repeat that year of the CAI program before continuing to the next CAI program year. If a dismissal due to inappropriate conduct occurs, no refunds will be available for dismissed or repeated program years. Inappropriate conduct includes but is not limited to multiple **unexcused** absences or tardies occurring (including class attendance and project assignments together) in one CAI program year. The Education Director, the Chair of the CAI Committee, and the CAI class Advisor will review conduct issues on a case-by-case basis to determine the appropriate outcome.

Policy for CAI Proposals: Schedule and Communication Plan

CAI proposals are due to NAA by August 1. If a proposal is not received by August 1, it is late. There is a \$100 penalty for CAI Candidates submitting proposals after the due date.

Rationale: This requirement is to enable the CAI Committee to implement their charge to help CAI candidates become better auction professionals. The CAI Committee is creating the assignments to help the CAI Candidates in this process. The deadline is important because the CAI Committee needs time to review the proposals and provide you adequate feedback. Standard forms will be used to assist the Committee in making the determination if a proposal is acceptable or not acceptable.

When proposals are received, staff will notate the proposal with the date received and distribute the proposals to CAI Advisors by August 15. Advisors will return the proposals and feedback to staff by November 1. Staff returns the proposals and feedback to CAI Candidates by November 15. CAI Candidates that do not meet the qualifications must resubmit their proposal by January 15. If a CAI Candidate does not complete his or her proposal by March 1, he or she will not pass CAI I and will not be allowed to enroll in CAI II.

Proposals may be submitted electronically (education@auctioneers.org). The proposals will be divided equally among the CAI Advisors for review. Every person on the CAI Committee will select their top selection.

Proposals that arrive late will be subject to the \$100 penalty before review. Proposals that arrive after January 15 may not be re-reviewed.

Timeline:

August 1	Proposals Due
August 15	Proposals to CAI Committee
November 1	Proposals returned to NAA Headquarters
November 15	Proposals not meeting criteria returned to CAI Candidates for rewrite.
January 15	Rewritten Proposals must be resubmitted to NAA Headquarters
March 1	Final Proposal deadline to be allowed to attend CAI II.

Policy for CAI Business Plan: Schedule and Communication Plan

CAI business plans are due by August 1. If a business plan is not received by August 1, it is late. There is a \$100 penalty for CAI Candidates submitting business plans after the due date.

Rationale: This requirement is to enable the CAI Committee to implement their charge to help CAI candidates become better auction professionals. The CAI Committee is creating the assignments to help the CAI Candidates in this process. The deadline is important because the CAI Committee needs time to review the business plans and provide you adequate feedback. Standard forms will be used to assist the Committee in making the determination if a business plan is acceptable or not acceptable.

All business plans are to be submitted to NAA headquarters.

When business plans are received, staff will notate the business plan with the date received and distribute the business plans to CAI Advisors by August 15. Advisors will return the business plans to staff by November 1. Staff returns the business plans and feedback to the CAI Candidates by November 15. CAI Candidates that do not meet the qualifications must resubmit their business plan by January 15. If the CAI Candidate does not complete his or her business plan by March 1, he or she will not pass CAI II and will not be allowed to enroll in CAI III.

Business plans must be submitted electronically (education@auctioneers.org). The business plans will be divided equally among the CAI Advisors for review.

Business plans that arrive late will be subject to the \$100 penalty before review. Business Plans that arrive after January 15 may not be re-reviewed.

Timeline:

August 1	Business Plans Due
August 15	Business Plans to CAI Committee
November 1	Business Plans returned to NAA Headquarters
November 15	Business Plans returned to CAI Candidates for rewrite.
January 15	Rewritten Business Plans resubmitted to NAA Headquarters
March 1	Final Business Plan deadline to be allowed to attend CAI III.

Completion Schedule Policy

If a CAI candidate has not attended class within in two years of his or her last enrollment, they may register for the CAI class subsequent to their last completed class (i.e. if they attended CAI I, they would register for CAI II).

If a CAI candidate has not attended CAI for more than two years, the candidate will either be required to reapply and begin the CAI program again or may be required to audit the previous CAI class before being allowed to register as a regular CAI student. An absence of more than two years from CAI will be reviewed on a case-by-case basis by the Education Director and the Chair of the CAI Committee to determine the appropriate next step.

CAI Audit Policy

Any CAI Designee may audit (attend fully) any class (except those mentioned below) at CAI for \$75 per half-day class. Current CAI Committee members may receive complimentary audit registration.

All audit registrations are limited and must be done prior to CAI Week; if any Auditor chooses to register onsite, classes will be allotted as space is available.

No Auditors will be accepted into each Class's Opening sessions, Closing sessions, or the Business Plan review sessions.

CAI Class Visitation Policy

Before an instructor or Trustee or Board member visits (attends partially) any CAI class (except those mentioned below) they must submit their request in writing or by email to the Director of Education at least one day before the visit.

No visitors will be allowed in the Class' Opening sessions, Closing sessions, or Business Plan review sessions.

The Director of Education will notify the visitor if their request has been approved.