

## Online Attendance Policy

Each trainee must create a personal account on the platform, which is associated with a username and password. The participant agrees not to share this information with anyone for any reason.

A one-time password (OTP) is sent to the participant's email to enable login and registration.

Before the course starts, a Zoom link will be sent to each participant via their registered email address.

Participants will only be able to attend the course through the approved email address used during registration on the educational platform.

- **Violations that are subject to penalties:**

- Impersonating a participant to attend a specific course session.
- Impersonating a participant to take a specific test.

- **Penalties for Violations:**

- The violator will be notified and denied access to the course or test.
- They will not receive a certificate of attendance.
- If the violation is repeated, the violator will be notified, and their account will be canceled on the platform.