

DFI Training Academy

Attendance & Attentiveness Policy

Effective Date: February 2026

Applies To: All NSPIRE Training Cohorts

Issued By: DFI Training Academy Administration

1. Purpose

The DFI Training Academy Attendance & Attentiveness Policy establishes clear expectations for live training participation during NSPIRE Inspection Training sessions. Because this training supports HUD-related inspection certification and compliance reporting, full engagement and monitored attendance are required. This policy ensures consistent standards across all cohorts and supports accurate reporting of monitoring compliance.

2. Live Session Attendance Requirements

All training sessions are conducted live and require:

- Full session attendance
- Camera on at all times during instructional periods
- The trainee seated and clearly visible within the camera frame
- Active attention to the training material

Cameras may only be turned off during scheduled breaks.

Instructional time is defined as any time teaching, discussion, demonstration, or guided training activity is actively in progress.

3. Camera & Visibility Standards

During instructional time:

- Trainees must remain seated and visible on camera.
- The trainee's face must be clearly visible within the frame.
- Walking around, lying down, driving, multitasking, or engaging in other activities during instruction is not permitted.
- Participation from a mobile device while moving or away from a workstation is not permitted.

Training participation is expected to reflect a professional learning environment.

4. Scheduled Breaks & Temporary Absences

Breaks are scheduled throughout the training day at natural pauses in instruction. Break times are announced verbally by the instructor.

Outside of scheduled breaks:

- Trainees who must briefly step away must notify the instructor via chat (e.g., “Away from camera for five minutes.”).
- Personal details are not required.
- Trainees are expected to return within the timeframe communicated.

When a trainee notifies the instructor of a brief absence and returns within the stated timeframe, instructors may adjust the attendance record to reflect only the verified time absent rather than deducting a full attendance segment, where practical to verify. Excessive or repeated unscheduled absences may impact monitoring compliance.

5. Attendance Monitoring Process

Attendance is formally recorded in 20–30 minute intervals (at minimum every 30 minutes). If a trainee is:

- Not visible on camera
- Not present in the camera frame
- Camera off during instructional time

They will be marked absent for that attendance segment.

Attendance is cumulative and calculated across the full duration of instructional time for the training.

6. Monitoring Compliance Standard & Certification Status

DFI Training Academy requires a minimum of **85% verified on-camera attendance** during instructional time in order to meet monitoring compliance standards.

Monitoring compliance status is:

- Reported to HUD (as applicable), and
- Reflected on the trainee’s Certificate of Completion as one of the following:
 - “Met Monitoring Requirements”
 - “Did Not Meet Monitoring Requirements”

Trainees who successfully complete required coursework and examinations may receive a certificate regardless of monitoring percentage; however, monitoring compliance status will be clearly indicated on the certificate.

DFI Training Academy reserves the right to establish minimum monitoring thresholds for certification eligibility in future training cohorts, as determined by program leadership.

7. Non-Compliance & Removal from Training

DFI Training Academy reserves the right to remove trainees from a training session for:

- Repeated camera-off violations
- Failure to remain visible within the camera frame
- Failure to follow attendance and monitoring standards

- Disruptive or non-participatory behavior

Removal from training may result in:

- Ineligibility for completion certification, and/or
- Requirement to re-enroll in a future training cohort

Questions regarding attendance determinations may be directed to DFI Training Administration. Final determinations regarding monitoring compliance rest with DFI Training Academy leadership.

8. Documentation of Non-Compliance

Any removal from training due to attendance or monitoring non-compliance will be documented internally.

Documentation may include:

- Date and time of incident
- Attendance record at time of removal
- Communication attempts made prior to removal
- Stated reason for removal

This documentation supports compliance reporting requirements and internal administrative recordkeeping.

9. Professional Conduct Expectation

NSPIRE Inspection Training is a professional, compliance-based program. Participants are expected to maintain conduct consistent with a formal training environment and to fully engage in instructional activities.

Participation in this program signifies acknowledgment of and agreement to comply with this Attendance & Attentiveness Policy.