**Section 1760.202 Minimum Requirements of the Trainee**

a) Regular attendance at all sessions is required. Excused absences may be granted by the designated director or coordinator of the minimum standards coroners basic training course under certain limited circumstances beyond the trainee's control, which may include, but not be limited to, a death in a family, illness, response to a court subpoena, disability, emergency death call, or a transportation breakdown. In order to successfully complete the course, absences must not exceed 10% of the total hours of instruction for the prescribed minimum standards coroners basic training course.

b) Maintenance of an Adequate Classroom Notebook. Trainees are required to maintain a classroom notebook. The factors to be considered in rating the notebook are neatness, legibility, accuracy and sufficiency of content. "Adequate", for purposes of this subsection, refers to:

1) Neatness. Requires concise organization of the notes. All notes and handouts will be placed in the book or received during the course. Dividers into topics are required; and

2) Legibility. The trainee must put down notes in brief, clear, complete sentences, underlining the important items; and

3) Accuracy. The notes taken in class must precisely reflect the content of the class; and

4) Sufficiency of content. The trainee shall put down in a notebook in the trainee's own words the information. The trainee should strive to achieve condensation of the material clearly and concisely.

c) The trainee shall be quizzed at the end of every day of instruction. An overall pass over failure consistency is required at the end of the full course of training.

d) The designated director or coordinator shall establish standards of conduct for the trainee while enrolled in the course. This shall include demeanor, deportment and compliance with the disciplines and regulations at the course or at the location where the course is received. Receipt of certification of the successful completion of the course from the designated director or coordinator shall be deemed proof that the trainee has complied with the requirements of this subsection.