

Technical Opportunities Program PARTICIPANT AGREEMENT

I, _____, agree that I will:

1. abide by Chicago Women in Trades' attendance policy.
2. notify the instructor and TOP Case Manager (at CWIT office) at least 2 hours before the start of class if I know I am unable to attend.
3. respect Chicago Women in Trades' conduct policy both in class and on field trips.
4. take care of, and return before the end of the program, any materials loaned to me by CWIT.
5. share information and resources with other class and staff members.
6. refrain from using illegal substances while enrolled in this program.
7. not appear in class or at CWIT functions under the influence of drugs or alcohol.
8. after completing this course, remain in contact with CWIT and participate in CWIT activities until I have successfully secured non-traditional employment.

I understand that, in order to receive a letter of recommendation from Chicago Women in Trades, I must earn a Certificate of Completion or a Certificate of Participation.

To earn a CERTIFICATE OF **COMPLETION** in the Technical Opportunities Program, I must attend **academic, & aerobics**; missing no more class time than the **attendance policy** allows; complete all homework assignments **on-time**, score a minimum of **76%** on the mid-term and final exams; come prepared to class, actively **participate** in all TOP activities, including all classroom activities and discussions, **aerobic work outs, counseling and tutoring sessions**.

To earn a CERTIFICATE OF **PARTICIPATION** in the Technical Opportunities Program, I must attend **academic, & aerobics**; missing no more class time than the attendance policy allows; complete all homework assignments **on-time**, score a minimum of **75%** on the mid-term and final exams; come prepared to class, actively **participate** in all TOP activities, including all classroom activities and discussions, **aerobic work outs, counseling and tutoring sessions**.

In recognition of the possible danger to which I may voluntarily subject myself in functions other than normal classroom participation, I hereby knowingly, freely and voluntarily waive any right or cause of action of any kind arising as a result of such activity. I hereby agree to hold Chicago Women in Trades or any individual representing this program harmless from any damages to myself that might result from my participation in this program.

I have read and understand all of the above.

Client Signature

Date



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