



## Missed Practicum Process

### Team Development Essentials

To graduate from the course and receive your Certificate in Team Development Essentials, you must meet the following criteria:

- Complete all asynchronous activities for the six modules.
- Attend at least 5 out of 6 Practicums live.

If you miss 2 Practicums i.e. only attend 4 Practicums live, you can follow this process to make up your attendance for one session only.

- Reach out to your Practicum Learning Group
- Form a group of who are willing to practice with you (*determine the size of the group based on the exercise*)
- Meet up and use your **Activities Guide** to structure the session

Please [complete this form](#) to notify us of your session. This will allow us to verify your Practicum session completion and update your progress in the backend.

**Important: This process can only be used once toward meeting your graduation criteria.** In case of missing more than two Practicum sessions, you will have the option to move to the next cohort for a small administrative fee. If you are at risk of missing more than one Practicum, please contact [support@coaching.com](mailto:support@coaching.com) for assistance.