

# NEORTC TRAINING RULES

1. Please be aware of the 15 Minute Rule, which states that a participant cannot miss more than 15 minutes of a scheduled training event. Remember to be on time when arriving and returning from breaks or lunch.
2. Have your cell phones/pagers turned off during the training. You are not allowed to use cell phones, either for phone calls or text messaging, during the training, or leave the training to make or receive calls.
3. Utilize break times and lunch for returning calls and messages. You are allowed to use the outer vestibule area or when weather permits, the outside of the building, for cell phone calling. We ask that you not use the front lobby area as a place to return cell phone calls as it is a work area for our support staff. We also ask that you be mindful of confidentiality if you are discussing a client situation on the phone.
4. Please make sure you have adequate coverage on your job while you are in training so as to avoid disruptions from training.

If you have any questions or concerns, please see RTC Staff.

**Remember: Following these simple rules will result in having an educational, relaxing, and hopefully, enjoyable experience for everyone here at NEORTC.**

**THANK YOU FOR YOUR COOPERATION!**