**CPIN Institute FAQs**

1. What if a CPIN instructor can only attend one day of an institute?

**Registration is a commitment to attending two full days. Registration for one day only is not an option. If a registrant leaves after the first day and cannot attend the second day, they will not be able to make up the one missing day. They will be invited to attend next year’s institutes to maintain their CPIN certification status. We can hold their registration/application for next year’s institute so that they have priority registration for the next institute.**

1. What if someone must leave early and can’t attend the whole day?

**A registrant will not get credit for participating for partial days of the institute. We can hold their registration/application for next year’s institute so that they have priority registration for the next institute.**

1. What if someone can’t make one institute (one domain)? Are they still certified to teach modules in that domain?

**No. Missing an institute will mean their certification status is on hold until they can participate in the next institute. CPIN leadership and CDE are exploring the possibility of offering the Volume 1 institute again in fall of 2019. CPIN leads are encouraged to make sure that key instructors and partners register and complete the CPIN institutes to ensure adequate capacity of CPIN certified instructors in their region.**

1. How can someone make up the missed institute?

**CPIN leadership and CDE are exploring the possibility of offering the Volume 1 institute again in fall of 2019. CPIN leads are encouraged to make sure that key instructors and partners register and complete the CPIN Institutes to ensure adequate capacity of CPIN-certified instructors in their region.**

1. What if an experienced lead can’t make it? Is the lead still certified?

**No. The lead will not be certified in those topics presented at the institute that was missed. The lead will not be authorized to train on those topics until the lead has attended an institute on those topics. While we have deep appreciation for the depth of knowledge and mastery that our seasoned CPIN leads and instructors have, we expect everyone to fully participate in the CPIN Institutes to keep their CPIN certification status. This helps to ensure a higher level of equity and alignment in our knowledge, skills, and instructional approach in our CPIN work across the state.**