

Multi-Disciplinary Professional Development for Educators – Page 1

ENROLLMENT/ATTENDANCE VERIFICATION FORM
REGIONAL & CONTINUING EDUCATION
CALIFORNIA STATE UNIVERSITY, CHICO
CHICO, CA 95929-0250
 530-898-6105 or rce@csuchico.edu

- Fall 2010 (INTD 862)** Due December 1, 2010 – Transcripts available after December 1, 2010
 Spring 2011 (INTD 863) Due May 1, 2011 – Transcripts available after May 1, 2011
 Summer 2011 (INTD 864) Due August 1, 2011 – Transcripts available after August 1, 2011
 *Debra Barger, Instructor of Record

NAME John Smith SS# 555-12-3456 or STUDENT ID # (if known) _____
 ADDRESS PO Box 123 CITY Chico STATE CA ZIP 95927 MALE FEMALE
 COUNTY Butte PHONE # 530-555-1234 DOB 01-01-1980 EMAIL ADDRESS _____
 CHECK VISA/MASTERCARD # 4444 5555 6666 7777 EXPIRATION DATE 01/2013

This form is used to verify your attendance at a variety of professional development programs. Please have the form signed each time you participate in a session. You may earn 1 unit of credit per 15 hours of attendance for a fee of \$60 per unit. For National Humanities Center seminars, verification of seminar completion will be provided by the NHC and does not require a signature. For NHC, just attach a listing of seminars you attended with completion dates. Each NHC seminar provides 3 hours of professional development.

| NAME OF PROGRAM/WORKSHOP | MM/DD/YY | TOTAL # OF HOURS | FACILITATOR'S SIGNATURE (N/A for NHC seminars) |
|-----------------------------------|-----------------------|------------------|---|
| <u>School to Career Institute</u> | <u>12/5-12/8/2009</u> | <u>15</u> | <u>[Facilitator's signature verifying attendance]</u> |
| <u>Developing Math Thinking</u> | <u>7/7/2010</u> | <u>8</u> | <u>[Facilitator's signature verifying attendance]</u> |
| <u>Whiteboard Training</u> | <u>10/7/2010</u> | <u>4</u> | <u>[Facilitator's signature verifying attendance]</u> |
| <u>Iconography of Slavery—NHC</u> | <u>10/14/2010</u> | <u>3</u> | <u>[Signature not needed for NHC seminar]</u> |
| | | | |

TOTAL 30 UNITS 2

I verify that the above information is correct and have not used these hours to obtain any other credit. I have applied the coursework towards professional growth and realize these units are not applicable for degree or credential purposes. I am responsible for determining that this credit meets my professional/educational objectives.

Student's Signature John Smith Date (date submitted to County for validation)

COUNTY OFFICE VALIDATION (NHC seminars have been vetted and preapproved by Trinity County Office of Education. No authorizing signature is necessary if all hours completed are from NHC seminars): I verify that the registrant has completed all necessary requirements for the requested credit and that proof of attendance is on record with the appropriate school agency.

Signature Approved Signator Title (County Position) Date (date received/approved by County)

Rules/Guidelines for enrolling in academic units:

- Hours submitted must be within a one-year (or less) timeframe from start to finish and submitted **immediately** for credit to avoid having your hours expire. Hours more than one-year old are not acceptable for credit.
- Unless a \$10 late fee is included, hours submitted will be enrolled under the term for which the deadline was met.
- Late enrollments may only go back one term. Hours must still fall within the one-year timeframe outlined as above.
- 15 hours are required for 1 unit of University credit. Partial units are not available.
- No future hours will be considered.
- The maximum units that can be earned in a single term is 10.
- Continuing Education does not keep track of hours in excess of 15-hour increments; that is the responsibility of the registrant. You are strongly encouraged to keep copies of forms submitted.

Course Description: This course integrates curriculum reform with teaching strategies in a variety of subject matter areas. The purpose of this course is to assist educators in developing comprehensive teaching plans and actions that are standards-based.

Verification of Hours: You need to maintain an attendance verification form for each workshop attended, date(s), and the hours participated. The final enrollment requesting the units **requires your signature** verifying the information to be true and accurate, the **facilitator's signature** at each workshop, and the **verifying signature of the designated administrator** (e.g., assistant superintendent at your County Office of Education or the appointed administrator for selected school districts). For County Office address/contact information, go to <http://www.region2online.org/> and under the "About NERCC" heading, click on "Members."

Grades: These courses are graded credit/no credit and do not meet degree or credential requirements. This is an umbrella course used to enroll educators who attend various workshops or conferences throughout the year. Grades can be accessed online through the CSU, Chico Portal at portal.csuchico.edu. Access requires you to activate a Portal account with the University if you are a first time user. You may contact the Center for Regional & Continuing Education at 530-898-6105 for your student ID number or refer to your registration confirmation.

Transcripts: The title of the course on official transcripts is **Multi-Disciplinary Professional Development**. To request your Official Transcripts, contact Records at 530-898-5142, or download the printable request form from <http://em.csuchico.edu/sro/forms.asp> and send the request to the address on the form. For any other questions, please visit our site <http://rce.csuchico.edu/teachers/> or call us at 530-898-6105.

Multi-Disciplinary Professional Development for Educators – Page 2

**PLEASE NOTE: This page is only for tracking hours if there is not enough room on page 1.
DO NOT turn in this page on its own; it must be attached to page 1.**

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|--------------------------|----------|------------------|-------------------------|
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TOTAL UNITS

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Student's Signature _____ Date _____

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Signature _____ Title _____ Date _____