

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 2018 (INTD 886) Due December 1, 2018 – Transcripts available after December 31

Spring 2019 (INTD 887) Due May 1, 2019 – Transcripts available after May 31

Summer 2019 (INTD 888) Due August 1, 2019 – Transcripts available after August 31

*Clare Roby, Instructor of Record

*Letter of Verification can be provided upon request if needed prior to transcript availability

NAME _____ PREVIOUS NAME _____ DOB _____ STUDENT ID # (if known) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ MALE FEMALE

COUNTY _____ PHONE # _____ EMAIL ADDRESS _____

CHECK _____ VISA/MASTERCARD # _____ EXP DATE _____ SECURITY CODE _____

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, attach a listing of seminars 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)

TOTAL UNITS

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 _____

Date _____

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.

County Signature _____

District Signature _____

Date _____

Guidelines for enrolling in academic units:

(Plumas County Only)

- Hours submitted must be within a one-year (or less) timeframe from start to finish and submitted **immediately** for credit to avoid having 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://rce.csuchico.edu/teachers/multidisciplinary>, and click on "signatories and contact information."

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 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 visit <http://www.csuchico.edu/sro/forms/transcript.shtml> and send the request to the address on the form. For any other questions, please visit <http://rce.csuchico.edu/teachers> or call us at 530-898-6105.

~~~~~For Office Use Only~~~~~	
Units	Approved
Hours	Date

CSU Chico, Level 1- Confidential

Updated 10/16/2018

