MULTI-DISCIPLINARY PROFESSIONAL DEVELOPMENT FOR EDUCATORS



ENROLLMENT/ATTENDANCE VERIFICATION FORM

This form is used to verify your attendance at a variety of professional development programs. Please have the form signed by the facilitator each time you participate in a session. For online participation you may attach a certificate of completion. You may earn 1 unit of credit per 15 hours of attendance for a fee of \$75 per unit.

Participation in National Humanities Center seminars does not require a signature; however, you will need to attach a certificate of each NHC seminar attended with completion dates. Most NHC seminars provide 3 hours of professional development. If the NHC seminar provides more hours this must be indicated on the certificate.

RETURN TO: PROFESSIONAL & CONTINUING EDUCATIO CALIFORNIA STATE UNIVERSITY, CHICO CHICO, CA 95929-0250	[N	Summer 202 Fall 2024 (IN Spring 2025 Summer 202	TD 815) (INTD 816) 5 (INTD 817)	Due: Aug. 1, 2024 Due: Dec. 1, 2024 Due: May 1, 2025 Due: Aug. 1, 2025	Transcripts available after Aug. 31 Transcripts available after Dec. 31 Transcripts available after May 31 Transcripts available after Aug. 31	
530-898-6105 <u>pce@csuchico.edu</u>		* Clare var	Ness, Instructor of F	Record		
NAME	PREVIOUS N	NAME	DO	В	STUDENT ID # (if known)	
ADDRESS		CITY	STATE	ZIP	☐ MALE ☐ FEMALE	
COUNTY	PHONE #			EMAIL ADDRESS		
□CHECK# □VISA/	MASTERCARD: Professional	& Continuing Educ	ation will contact you fo	or payment when your f	orm is received.	
NAME OF PROGRAM/WORKSHOP	ММ	/DD/YY	TOTAL # HOURS FACILIT.		ITATOR'S SIGNATURE (N/A for NHC Seminars)	
	T	OTAL HOURS		TOTAL	LUNITS	
	IX.	JIAL HOURS_			LUMII3	
I verify that the above information is correct realize these units are not applicable for de						
Student's Signature:	s Signature: Date:					
COUNTY OFFICE VALIDATION (NHC set hours completed are from NHC seminars): record with the appropriate school agency.	I verify that the registran				o authorizing signature is necessary if <u>all</u> ted credit and that proof of attendance is on	
County/Other Approved Validator: Pr	rinted Name					
Signature:				Date:		
For Office Use Only:						
Terms:	Units		Approved		CSU Chico, Level 1-Confidential	
Su23/F23/S24/Su24Form	Hours		Date		Updated 7.17.2024	

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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."

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 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.

Fee Payment

Professional & Continuing Education will review your submitted form and if all information is correct and complete, we will contact you to pay the \$75/unit fee by phone. If you prefer, you may also mail a check with your form payable to Professional & Continuing Education to 400 W. First St., Chico, CA. 95929-0250

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 Professional & 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 https://www.csuchico.edu/sro/transcript/index.shtml and send the request to the address on the form. For any other questions, please email pce@csuchico.edu or call us at 530-898-6105.

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

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