



# MULTI-DISCIPLINARY PROFESSIONAL DEVELOPMENT FOR EDUCATORS

## ENROLLMENT/ATTENDANCE VERIFICATION FORM



### 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](mailto:pce@csuchico.edu) or call us at 530-898-6105.

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

For Office Use Only:

Terms:	Units	Approved	CSU Chico, Level 1-Confidential
Su23/F23/S24/Su24Form	Hours	Date	Updated 7.17.2024