MULTI-DISCIPLINARY PROFESSIONAL DEVELOPMENT FOR EDUCATORS

California State University Chico
Professional & Continuing Education

ENROLLMENT/ATTENDANCE VERIFICATION FORM

THIS FORM IS FOR PRINTING; IT IS NOT A WRITEABLE 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 $85 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 EDUCATION
CALIFORNIA STATE UNIVERSITY, CHICO
CHICO, CA 95929-0250
530-898-6105 | pce@csuchico.edu

☐ **Summer 2026** (INTD 817)	Due: Aug. 1, 2026	Transcripts available after Aug. 31
☐ **Fall 2026** (INTD 818)	Due: Dec. 1, 2026	Transcripts available after Dec. 31
☐ **Spring 2027** (INTD 819)	Due: May 1, 2027	Transcripts available after May 31
☐ **Summer 2027** (INTD 820)	Due: Aug. 1, 2027	Transcripts available after Aug. 31

* Ann E Nikolai, Instructor of Record

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

ADDRESS _____ CITY _____ STATE _____ ZIP _____ ☐ MALE ☐ FEMALE

COUNTY _____ PHONE # _____ EMAIL ADDRESS _____

☐ CHECK# ☐ VISA/MASTERCARD: Professional & Continuing Education will contact you for payment when your form is received.

NAME OF PROGRAM/WORKSHOP	MM/DD/YY	TOTAL # HOURS	FACILITATOR'S SIGNATURE (N/A for NHC Seminars)

TOTAL HOURS _____ **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/Other Approved Validator: Printed Name _____

Signature: _____ Date: _____

For Office Use Only:

Terms:	Units	Approved	CSU Chico, Level 1-Confidential
Su26/F26/S27/Su27Form	Hours	Date	Updated 11.10.2026

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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 $85/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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