



School of Education
Redding, CA

530-226-4942
simpsonu.edu

CEU 2020 - ATTENDANCE VERIFICATION FORM

CEU 5201-01 Professional Development Topics for Educators

Irene Lopez.
Director, School of Education

Name _____
 Address _____ City _____ State _____ ZIP _____
 Phone # _____ Cell # _____
 Email _____

This form will be used to verify your attendance at a variety of Professional Development workshops or conferences completed during the 2020 calendar year. Credits will be entered on your transcript for the calendar year in which this form is received. You may earn 1 unit of credit per 15 hours of attendance for a fee of \$55 per credit. You will need to register for each unit (15 hours) that you accrue. Following are the course numbers for each unit.

CEU 5201-01A, CEU 5201-01B, CEU 5201-01C, and CEU 5201-01D. You will receive 1 unit of credit for each course that you register for. CEU credits are non-refundable.

HOW TO REGISTER FOR THE CEU CREDIT: (Do not use Google Chrome)

Go to <https://webadvisor.simpsonu.edu/production/WebAdvisor>. Click on the "Specialized Courses" menu bar. Click on the "Register and Pay for Instant Enrollment Classes". In the Topic Code drop down menu select "CEU Course" and click the "Submit" button at the bottom of the page. Check the box(es) of your CEU course(s) (CEU-5201-01 Professional Development Topics for Educators) and follow the directions to provide your personal information and pay for the course on subsequent screens.

After you have registered you will also need to submit this form to:

Ginger Ramage; Simpson University, 2211 College View Drive, Redding, CA 96003 If you have questions please contact Ginger at 530-226-4942 or by email at gramage@simpsonu.edu.

Name of /Workshop/Conference	MM/DD/YY	Total hours	Facilitator's Name

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 _____

Guidelines for enrolling in academic units:

- Once you have acquired 15 or more hours (15 hours = 1 credit), you will need to register and pay for your course at <https://webadvisor.simpsonu.edu/production/WebAdvisor>. If you do not see the course listed for the number of credits you are requesting, please call our office at 530-226-4113 for assistance. You will be charged \$55.00 for each credit you register for.
- **Registration deadline for CEU credits is December 15, 2020.** CEU credits are non-refundable.
- 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 credits
- Simpson University does not keep track of hours in excess of 15-hour increments; Please keep copies of your submissions.

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. This is an umbrella course used to enroll educators who attend various workshops or conferences throughout the year.

Verification of Hours: Maintain the above attendance form with dates, hours of participation and facilitator's name.

Grades: After you have registered and upon receipt of your Attendance Verification form you will be given a grade of " Pass" (P). Transcripts can be requested from our website at www.simpsonu.edu.