

Workshop Attendance Validation Form

This form must be included with completed coursework to receive credit.

Course Title: CAREER CHOICES LEAD TEACHER INSTITUTE

Course Number: EDUC 9363D

Number of Units: 2 or 3

Signatures Validating Attendance

At check-in:

Signature/stamp	Date	Time
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Upon completion of Institute:

Trainer signature	Date	Time
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Participants please complete the following information.

Institute Information

Dates of Institute: _____ Lead Trainer: _____

Location (City/State): _____

Participant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Grade Level/Content Area: _____

School: _____

For detailed information on this course, visit www.careerchoices.com/lounge/profdev_ceu3day.html

Directions:

The workshop trainer or registration personnel will sign your **Workshop Attendance Validation Form** at the beginning of the workshop and at the end to verify attendance at the entire workshop. The trainer will ask all individuals registering for continuing education in the form of Professional Development Graduate Elective Credits to remain after class for a few minutes for signatures and questions. Unfortunately, the agreement with Chapman University does not allow trainers to sign verification forms for individuals who must leave early. The course work is based on the entire content outlined in the syllabus. Signatures verifying attendance are given immediately following the close of the workshop.

Mailing Instructions

Please send this form with completed coursework to:

Chris Merino, P.O. Box 3570, Tustin, CA 92781