



**Simpson University -School of Education
CEU 2018 - Summer**

ATTENDANCE VERIFICATION FORM

CEU 5325-0.50 Better Together: CA Teachers Summit, July 27, 2018

Name _____ SSN _____ DOB _____
Address _____ City _____ State _____ ZIP _____
Phone # _____ Email Address _____

This form will be used to verify your attendance at the Better Together: CA Teachers Summit 2018. You may earn .5 units of credit for attendance and submission of a one-page reflection paper on how you will utilize information gained at the workshop. The cost for .5 credits is \$27.50.

If you would like a transcript of your CEU course by September 15, 2018, you will need to register for the course and submit your reflection paper by August 15, 2018. Additionally, you will need to submit a Transcript Request Form to the Registrar's Office (see details below). Registration for the CEU credit will remain open through December 15, 2018.

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 box select "CEU Course" and click the "Submit" button at the bottom of the page. Check the box of your CEU course (CEU 5325-0.50 Better Together CA Summit) from the menu and follow the directions to provide your personal information and pay for the course on subsequent screens.

After registering and paying for the CEU, mail this form and your reflection paper to the following address:

Becky Shaughnessy
Simpson University
School of Education
2211 College View Drive
Redding, CA 96003

Or, scan this form and submit with the reflection paper to:

bshaughnessy@simpsonu.edu.

TO ORDER A TRANSCRIPT:

To order a transcript, visit our website at www.simpsonu.edu. Type the word "Transcripts" in the search box in the upper right hand corner. This will link you to the Transcript Request Form. Print the form and follow the instructions. Once we receive your reflection, it will take up to one week for a grade to be placed on your transcript. Please allow 7 - 10 business days for the internal processing of your transcript request - this DOES NOT include mailing time.

If you have any questions, please contact Becky Shaughnessy at 530-226-4113 or bshaughnessy@simpsonu.edu.

