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Seattle Pacific UNIVERSITY

COVER SHEET: 2019 NAEYC Institute CEU Documentation Form

DIRECTIONS:

To submit documentation and receive a registration link for CEUs through SPU, complete the following:

1. Conference Attendance Log

A. This document verifies your attendance at the conference sessions. Record complete information for each session you've attended and obtain the speaker's signature to verify your attendance.

B. If, during a few of your sessions, you cannot access the speaker and are unable to obtain a signature, please provide a 2-3 sentence synopsis in your own words summarizing the conference session. Type or neatly write this directly on the log document.

Please ensure your submission is neat and legible. If you submit this log via postal mail, we recommend making a photocopy first for your records.

2. Cover Sheet (this document)

A. Submit this cover sheet and include it as the top page of your document. Ensure you have filled out all information requested below.

SUBMISSION DEADLINE: 6/15/2019 (no late submissions will be accepted)

Submit all required documents to SPU's Center for Professional Education. You may sent via email or postal mail. No late submissions will be accepted.

Email: CPEinfo@spu.edu

Mail: SPU Center for Professional Education, 3307 3rd Ave W. Suite 215, Seattle WA 98119 *(6/15/2019 is the postmark date for mailed submissions.)*

Remember to review submission guidelines at ce.spu.edu/naeyc

WRITE NEATLY OR TYPE: Illegible forms will result in our inability to contact you with the course registration link:

COMPLETE THIS DOCUMENT AND SUBMIT IT AS PAGE 1 OF YOUR SUBMISSION

Participant's First and Last Name: _____

Contact email address: _____

Phone number: _____

I'm applying for: ___1 CEU (10+ attendance hours) ____ 2 CEUs (20 + attendance hours)

Participant's Signature:_____

By signing, you verify that the information on this documentation form is complete and accurate.

Review submission guidelines at ce.spu.edu/naeyc.

Session name and date	Session Length (e.g. 45 min)	Session leader's signature or session synopsis

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