

**COVER SHEET: 201 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: 15 201 (no late submissions will be accepted)**

Submit all required documents to SPU's Center for Professional Education. You may send 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/nae](http://ce.spu.edu/nae)*

*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](http://ce.spu.edu/naeyc).*



