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| Conf Banner.jpg | **Instructions for Earning One CEU**  for Participation in the Alaska Afterschool Conference |

**Requirements and Restrictions:**

Participants in the November 2018 Alaska Afterschool Conference may use the attached form to apply for one CEU. **This CEU is only recognized by the Alaska Department of Education & Early Development and can only be used to renew an Alaska Professional Teacher Certificate (**orMaster Teacher Certificate, Type B Administrative Certificate, or Type C Special Services Certificate). Please read all of the requirements and restrictions below.

* This CEU will be sponsored and issued by the Alaska Department of Education & Early Development. This CEU is not a university-issued credit and cannot be used toward earning or maintaining any degree or licensure other than the **renewal** of the four certificates listed above.
* This CEU cannot be used to apply for an Initial Teacher Certificate nor for one’s first Professional Certificate. It is only usable for a certification renewal application.
* When renewing an Alaska Professional Certificate, only 3 of the required 6 credits can be CEUs or Non-Academic Credit.
* In order to redeem this CEU, a processing fee of $50 must be paid to Alaska Teacher Certification. This can be paid at the time one submits their certification renewal application, or earlier if wished.
* This CEU will expire if it is not used during your next renewal application.
* For more information about using a CEU for renewal of an Alaska Teacher or Administrative Certificate, see the Teacher Certification webpage: <https://education.alaska.gov/TeacherCertification>

**To Apply for the CEU:**

* Enter all the personal information on the following page, making sure to use your full name as it appears on your Alaska Teaching Certificate. This information must be complete so that once awarded, the CEU can be added to your Alaska Teacher Certification file.
* To be eligible for this CEU, **one must attend all sessions**--including the opening, closing, and working lunches--of the November 2018 Alaska Afterschool Conference in Anchorage, Alaska from 8:30 am to 5:05 pm on Thursday, November 29 and from 9:00 am to 4:30 pm on Friday, November 30, 2018.
* Using the schedule on the attached form, list each session you attend. For each session, write one idea you learned or one action you are going to do as a result of attending this session that will be important in your professional work. Even if you are the presenter for one session, list that session and what you learned as a result of preparing for and presenting the session.
* Once you have completed the CEU Application form, sign it, scan it, assemble into one pdf file labeled by your last name, and then email it from your personal email account to Jessica Paris at [jessica.paris@alaska.gov](mailto:jessica.paris@alaska.gov) . **The form must be received by Friday, December 31, 2018.** Do not send the $50 processing fee at this time.

The form will be reviewed by Jessica Paris, the DEED employee authorized to offer this CEU. If the form is deemed complete and adequate proof the individual participated in all conference sessions, a CEU Certificate of Completion will be emailed to you **and** to Alaska Teacher Certification to be added to your file. Expect this signed Certificate to be sent by January 31, 2019.

Once you receive it, hold onto the signed, approved CEU Certificate for you records; however, you should never need to re-send it to Teacher Certification. Instead, when applying for your renewal, you will list information about this CEU directly on the renewal application and send the $50 processing fee.

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| **G:\Visual Aids\EED Logos\EED Logo - B&W.PNG** | **CEU Application**  for Participation in the November 2018 Alaska Afterschool Conference |

**Personal Information**

Enter all requested personal information, making sure to use your full name as it appears on your Alaska Teaching Certificate. This information must be complete so that once awarded, the CEU can be added to your Alaska Teacher Certification file.

LAST Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_\_\_

Former Last name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

birthdate: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

city: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

home phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_ Work phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_

PerSonal email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PD Schedule and Reflection**

Using the schedule below, list each session you attend. For each session, write one idea you learned or one action you are going to do as a result of attending this session that will be important in your professional work. Even if you are the presenter for one session, list that session and what you learned as a result of your session. Please use complete sentences.

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| **Session** | **Title of session attended** | **Idea learned or action to be taken** |
| **Thursday:**  **Opening Session** |  |  |
| **Thursday:**  **Workshop #1** |  |  |
| **Thursday: Working Lunch** |  |  |
| **Thursday:**  **Workshop #2** |  |  |
| **Thursday:**  **Workshop #3** |  |  |
| **Thursday:**  **Workshop #4** |  |  |
| **Friday:**  **Workshop #5** |  |  |

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| **Session** | **Title of session attended** | **Idea learned or action to be taken** |
| **Friday:**  **Workshop #6** |  |  |
| **Friday:**  **Working Lunch** |  |  |
| **Friday:**  **Workshop #7** |  |  |
| **Friday:**  **Workshop #8** |  |  |
| **Friday:**  **Final Session** |  |  |

*I affirm I attended all 15 hours of the November 2018 Alaska Afterschool Conference.*

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**Participant Signature Participant Printed Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

After completing, scan and assemble all pages of this application into **one** pdf document, label the file by your last name, and then send from your personal email account, to Jessica Paris at [jessica.paris@alaska.gov](mailto:jessica.paris@alaska.gov) (907-465-8716).