

CEU Attendance Worksheet

In order to receive a certificate qualifying your CIA Continuing Education course for CEU credits, teachers are responsible for having their course instructor sign off on their weekly class attendance. Please fill out this form and at the end of your course turn it in to the Continuing Education office in room 118 or scan and email it to CE@cia.edu. Teachers are granted .1 CEU per class hour.

Please note – CIA’s Continuing Education department does not keep a permanent record of teachers who take classes for CEU credits: it is your responsibility to record or retain your certificate after the completion of the program.

Teacher Name: _____

Student Name to appear on certificate: _____

Mailing Address for Certificate: _____

Course Title: _____

Course Instructor: _____

Course Dates: _____

Course Attendance

Class Date: _____ Instructor Signature: _____

Class Date: _____ Instructor Signature: _____

Class Date: _____ Instructor Signature: _____

Class Date: _____ Instructor Signature: _____

Class Date: _____ Instructor Signature: _____

Class Date: _____ Instructor Signature: _____

Class Date: _____ Instructor Signature: _____

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