NON-ACADEMIC CREDIT PRE-APPROVAL FORM

For Sponsors of Institutes & Workshops

SPONSOR INFORMATION

PRIOR TO THE INSTITUTE OR WORKSHOP, THE FIRST TWO SECTIONS OF THIS FORM MUST BE COMPLETED BY THE SPONSOR. ONCE COMPLETE, PLEASE SEND THE FORM TO THE TEACHER CERTIFICATION OFFICE AT THE ADDRESS BELOW. WITHIN APPROXIMATELY 2 WEEKS YOU WILL RECEIVE NOTICE OF PRE-APPROVAL OR DENIAL.

PHOTOCOPIES OF THIS FORM MAY BE DISTRIBUTED TO PARTICIPANTS OF THE INSTITUTE OR WORKSHOP. IN ORDER TO RECEIVE NON-ACADEMIC CREDIT(S), PARTICIPANTS WILL BE REQUIRED TO COMPLETE THE THIRD SECTION AND SUBMIT IT TO THE TEACHER CERTIFICATION OFFICE ALONG WITH THE REQUIRED WRITTEN REPORT AND APPROPRIATE FEES.

NAME OF SPONSORING ORGANIZATION

REPRESENTATIVE

MAILING ADDRESS | CITY | STATE | ZIP CODE

WORK PHONE NUMBER

EMAIL ADDRESS

ACTIVITY INFORMATION

TITLE OF INSTITUTE OR WORKSHOP

LOCATION (CITY, STATE)

INCLUSIVE DATES OF ACTIVITY

ESTIMATED CONTACT HOURS

PURPOSE/OBJECTIVE OF INSTITUTE OR WORKSHOP (ATTACH AGENDA):

PRE-APPROVAL

THE ACTIVITY DESCRIBED ABOVE HAS BEEN PRE-APPROVED BY THE TEACHER CERTIFICATION OFFICE FOR NON-ACADEMIC CREDIT

❑YES ❑NO

THE ACTIVITY DESCRIBED ABOVE HAS BEEN PRE-APPROVED FOR

NON-ACADEMIC CREDITS

SIGNATURE

DATE

Department of Education & Early Development, Teacher Education and Certification
801 West 10th Street, Suite 200 Juneau, AK 99801-1894
Phone: (907) 465-2831 Fax: (907) 465-2441
tcwebmail@alaska.gov

NON-ACADEMIC CREDIT PRE-APPROVAL FORM

For Sponsors of Institutes & Workshops

PARTICIPANT INFORMATION

AFTER COMPLETION OF THE INSTITUTE OR WORKSHOP, PARTICIPANTS MUST SUBMIT:

1. A WRITTEN REPORT WHICH SUMMARIZES THE ACTIVITY AND REACTS TO A MAJOR IDEA PRESENTED AT THE INSTITUTE OR WORKSHOP. THE REPORT MUST CLEARLY STATE THE STRENGTHS, WEAKNESSES, AND EDUCATIONAL VALUE OF THE ACTIVITY IN RELATION TO THE PARTICIPANT'S TEACHING ASSIGNMENT.
2. A COPY OF THE COMPLETED **NON-ACADEMIC CREDIT PRE-APPROVAL FORM**, SHOWING PRE-APPROVAL BY THE TEACHER CERTIFICATION OFFICE.
3. 50 DOLLARS FOR EACH PRE-APPROVED CREDIT. YOU MAY PAY WITH A CHECK, MONEY ORDER, VISA OR MASTERCARD. PLEASE REFER TO THE 'FEE SCHEDULE' SECTION.

ONCE COMPLETE, SUBMIT ALL SUPPORTING DOCUMENTATION TO THE TEACHER CERTIFICATION OFFICE NO LATER THAN :

_____
DEADLINE

FINAL CREDIT APPROVAL

YOUR PARTICIPATION AT THE ACTIVITY HAS BEE APPROVED BY THE TEACHER CERTIFICATION OFFICE FOR NON-ACADEMIC CREDIT
❑YES ❑NO

YOU HAVE BEEN GRANTED

_____
NON-ACADEMIC CREDITS

_____ _____
SIGNATURE DATE

FEE SCHEDULE

THE FEE FOR EACH NON-ACADEMIC CREDIT IS $50.00. YOU MAY PAY WITH A CHECK, MONEY ORDER, OR CREDIT CARD.
DEBIT CARDS WILL NOT BE ACCEPTED

PLEASE INDICATE:

TYPE OF PAYMENT: ❑VISA ❑MASTERCARD ❑CHECK # _____ ❑MONEY ORDER # _____

[ ] . [0][0]
AMOUNT

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] [ ][ ][ ][ ]
CREDIT CARD NUMBER EXPIRATION DATE (MM/YY)

_____ _____
NAME ON CREDIT CARD CARDHOLDER'S SIGNATURE

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NON-ACADEMIC CREDIT
PARTICIPANT LIST
For Sponsors of Institutes & Workshops

SPONSOR INFORMATION

PLEASE SUBMIT A PHOTOCOPY OF THE ROSTER OF ATTENDANCE AFTER COMPLETION OF THE INSTITUTE OR WORKSHOP. ONLY THOSE WHO ARE ON THE ROSTER WILL BE ELIGIBLE FOR NON-ACADEMIC CREDIT.

NAME OF SPONSORING ORGANIZATION

REPRESENTATIVE

MAILING ADDRESS | CITY | STATE | ZIP CODE

WORK PHONE NUMBER

EMAIL ADDRESS

PARTICIPANT LIST

NAME	SOCIAL SECURITY NUMBER

PAGE _____ OF _____

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