

## College Credit/PD Contact Hours

Class: 2017 AOSA PD Conference

Cost: \$275 for one credit-15 contact hours; \$450 for two credits-24 contact hours and a brief reflection paper. Your reflection paper must include a minimum of two pages, double spaced, 12 pt. font, that documents your professional growth through this experience. It should stand as an advocacy statement for attending this conference.

Instructions for Ashland University's ONLINE registration.

1. Between the dates October 1 – December 1, go to [www.ashland.edu](http://www.ashland.edu).
2. Select the yellow "Quicklinks" tab on the top left of the screen.
3. Select "Professional Development" from the Academics column.
4. Find "Face-to-face classes" and click on "Elyria/Cleveland Center" under Centers.
5. Click on "2017 AOSA PD Conference" and use course number "6180 D1" for one credit, or "6180 E1" for two credits. You will have to choose, but you can register as late as December 1st.
6. Click on "Register for class"
7. If there is any information on the form that you would prefer not to submit online, it is best that you DO NOT complete the online registration process. Contact Janet before November 15th for a paper registration form. Please give her a call if you have any questions:

Janet Atkinson, Administrative Assistant, Independence Center  
[jatkins3@ashland.edu](mailto:jatkins3@ashland.edu) 216.524.3000 ext. 4237

**Transcripts.** Go to the Ashland University transcript request page after December 15th. We strongly suggest you print off the transcript form and mail a check or fax your credit card information. Have the registrar send the transcript copy directly to your administrative office by regular first class mail and you will pay only \$6. Your district can print an un-official copy for your records.

The transcript page offers other options, but there are additional charges. Unless you are in a hurry, the old-fashioned USPS is a simpler option.

Thanks for participating!