

## College Credit/PD Contact Hours

Class: 2018 AOSA PD Conf - 1 cr

Number: 6180 A1

Cost: \$280 for one credit - 15 contact hours; or

Class: 2018 AOSA PD Conf - 2 cr

Number: 6180 B1

Cost: \$460 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 Before the deadline of **December 1**, go to the following website to register for graduate credit: [www.ashland.edu](http://www.ashland.edu)
- 2 Select "**Founders School of Continuing Education**" in purple.
- 3 Select "**Find a Class**" on the right side next to the picture.
- 4 Select "**Professional Development Services**" from the blue list below.
- 5 Under "**Face-to-Face Class Offerings**", select "**Elyria Center**" and then click on "**Search**"
- 6 Click on the correct title of the course for either one or two credits.
- 7 Click on "**Register for this Course**" the green button.
- 8 If there is any information on the form that you prefer not to submit online, it is best that you DO NOT complete the online registration process. Contact Janet, listed below, and she'll provide a paper registration form. Please give her a call if you have any questions:  
Janet Atkinson, Administrative Assistant, Cleveland Center  
[jatkins3@ashland.edu](mailto:jatkins3@ashland.edu) 216.524.3000 ext. 4237

Complete submission directions are printed in the back of the conference book with the Verification Form. Scan and email your completed form to the PD Chair using the address listed there.

**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. Your district can print an un-official copy for your records.

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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!