



Personal Attendance Tracking Form

Discipline-Specific (Departmental) Teacher Training Activities *(minimum of 20 real hours required)*

A facilitator or Graduate Lead Fellow must sign this form to document your attendance at each distinct event.

Please note: If you take a one-credit hour departmental pedagogy class, that class counts as all 20 real hours of departmental hours toward CCT certification. List your course only once. If your department does not provide enough real-time hours in teaching assistant training, you may substitute up to 20 extra workshops through the Center for Teaching & Learning or come to the office and discuss options for completing these hours.

Workshop / Class	Hours	Date	Facilitator/Lead Name & Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

This list is for your personal record. We verify your attendance at CTL events using your signature or BuffOne Card swipe, so please be sure to sign/swipe in at all CTL events. Departmental workshop hours or course credits MAY NOT replace the CTL workshop requirements.

Workshop:	Date:
1.	
2.	
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