



Personal Attendance Tracking Form

Center for Teaching & Learning (CTL) Workshops

Please Note: This list is for your personal record. Departmental workshop hours or course credits **MAY NOT** replace CTL workshop requirements.

#	Workshop / Event Name	Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



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

Instructions & Guidelines: If you take a one-credit hour departmental pedagogy class, that class counts as all 20 real hours of departmental hours toward CCT certification. 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.

Section 1: Departmental Workshops & Classes

#	Workshop / Class Title	Date	Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Section 2: Additional Activities & Training Narrative

Use the space below to describe any other discipline-specific activities completed to fulfill your required hours.