

CEU Instructions for Alabama Teachers attending the SETESOL 2008 Conference in Birmingham, AL

In order to receive CEUs for SETESOL 2008 sessions/presentations you attend:

- 1) **Obtain an official SETESOL 2008 Program** at the registration desk (it will be included in your registration packet).
- 2) Have the **presenter** at each session you attend place his/her **initials in the title box** of the concurrent session/presentation or special session (strand, plenary, workshop) on your official SETESOL program.
- 3) **Write your signature and date** the bottom of each SETESOL 2008 Program page on which you have attended sessions/presentations and obtained the initials of the presenter. This will be documentation of your attendance.
- 4) **You will need to furnish your local school system** with the initialed SETESOL 2008 Program plus have available proof of registration. Some systems require a copy of the agenda of each session and a handout, if available, so keep copies of any handouts from sessions you attended/got you program initialed.
- 5) **Some school systems will require additional verification of your attendance at each session.** There will be a CEU sign-in sheet at each eligible session/presentation. Sign the sheet before you leave the session. This signature sheet will be submitted to the various In-Service Centers as additional verification of your attendance.
- 6) **Your Alabama school system has the final say in deciding what it considers eligible for CEUs. It may vary from system to system!**