

# CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM

## CLOSE UP WASHINGTON

### CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM

Dear Close Up Teacher:

To earn Continuing Education Units (CEUs) from the Close Up Foundation, you must attend daily Teacher Program elements and get signatures from the Teacher Program Specialists using the correct Participation Verification Form for your program (see attached forms).

Teacher program elements include:

- Orientations and dinner Sunday night
- Monday morning Teacher Breakfast
- All –day programs on Monday and Tuesday
- All scheduled student-teacher meetings
- Capitol Hill day with your students (high school only)
- All-day program on Thursday for HS teachers (or Wed on Williamsburg weeks)

The TPS at your hotel will verify your participation in the Close Up Foundation Teacher Program at your Teacher Reflection Workshop. Please have your Participation Verification Form filled out with the names of the appropriate tracks/electives before this time. Close Up typically grants one CEU for every ten contact hours on program. However, different schools and districts often have their own rules concerning how CEUs are accepted. Close Up cannot guarantee that your particular school or district will recognize the professional development offered by our Teacher Program.

**CONTINUING EDUCATION UNITS  
PARTICIPATION VERIFICATION FORM**  
**CLOSE UP WASHINGTON**

**CONTINUING EDUCATION UNITS ENROLLMENT FORM**

Please print clearly.

Name: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

What week did you attend Close Up? \_\_\_\_\_

What hotel did you stay in? \_\_\_\_\_

Who was the Teacher Program Specialist for your hotel? \_\_\_\_\_

What course(s) are you teaching this school year? \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please submit this form, along with your Participation Verification Form and your Close Up Teacher Schedule to pertinent school administration. For any questions or additional documentation, please contact:**

Dr. Daniel A. Wallace  
Director of Teacher Programs  
1330 Braddock Place, Suite 400  
Alexandria, VA 22314  
[dwallace@closeup.org](mailto:dwallace@closeup.org)  
703-706-3405

# CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM

## CLOSE UP WASHINGTON

### CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM WASHINGTON HIGH SCHOOL / PROGRAM FOR NEW AMERICANS

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Program Component	Contact Hours	TPS Initials
Sunday Dinner and Orientation	1.5 hours	
Monday Breakfast and All-Day Elective • _____	9 hours	
Tuesday All-Day Electives • _____	8 hours	
Close Up's Teaching Controversial Issues, Strategies, and Resources PD	+ 3 extra hours	
Student-Teacher Capitol Hill Prep Meetings	1 hour	
All-Day Meetings on Capitol Hill	8 hours	
Thursday All-Day Elective • _____	8 hours	
Teacher Reflection Session	.5 hour	
Total Hours =	_____ (39 total possible)	

Teacher Program Specialist Name & Signature

Dates of Completion

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# CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM

## CLOSE UP WASHINGTON

### CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM WASHINGTON & PHILADELPHIA / WILLIAMSBURG / GETTYSBURG MIDDLE SCHOOL PROGRAM

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Program Component	Contact Hours	TPS Initials
Sunday Dinner and Orientation	1.5 hours	
Monday Breakfast and All-Day Elective • _____	9 hours	
Tuesday All-Day Electives • _____	8 hours	
Close Up's Teaching Controversial Issues, Strategies, and Resources PD	+ 3 extra hours	
All-Day Exploration of Philadelphia/Williamsburg/ Gettysburg	8 hours	
Teacher Reflection Session and Student Send-Off	1 hour	
White House Study Visit with Students	1 hour	
Smithsonian Museum Exploration with Students • _____	1.5 hours	
Total Hours =	_____ (33 total possible)	

Teacher Program Specialist Name & Signature

Dates of Completion

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# CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM

## CLOSE UP WASHINGTON

### CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM WASHINGTON MIDDLE SCHOOL CORE PROGRAM

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Program Component	Contact Hours	TPS Initials
Sunday Dinner and Orientation	1.5 hours	
Monday Breakfast and All-Day Elective • _____	9 hours	
Tuesday All-Day Electives • _____	8 hours	
Close Up's Teaching Controversial Issues, Strategies, and Resources PD	+ 3 extra hours	
Teacher Reflection Session and Student Send Off	1 hour	
White House Study Visit with Students	1.5 hours	
Smithsonian Museum Exploration with Students • _____	2 hours	
Total Hours =	_____ (26 total possible)	

Teacher Program Specialist Name & Signature

Dates of Completion

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# CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM

## CLOSE UP WASHINGTON

### CONTINUING EDUCATION UNITS PARTICIPATION VERIFICATION FORM WILLIAMSBURG HIGH SCHOOL PROGRAM

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Program Component	Contact Hours	TPS Initials
Sunday Dinner and Orientation	1.5 hours	
Monday Breakfast and All-Day Elective • _____	9 hours	
Tuesday All-Day Electives • _____	8 hours	
Close Up's Teaching Controversial Issues, Strategies, and Resources PD	+ 3 extra hours	
Student-Teacher Capitol Hill Prep Meetings	1 hour	
All-Day Meetings on Capitol Hill	8 hours	
Thursday Williamsburg or Jamestown • _____	8 hours	
Teacher Reflection Session	.5 hour	
Total Hours =	_____ (39 total possible)	

Teacher Program Specialist Name & Signature

Dates of Completion

Submit this form, along with the Close Up Enrollment Form and your Close Up Teacher Schedule to pertinent school administration. For any questions or additional documentation, please contact Dr. Daniel A. Wallace, Director of Teacher Programs, at [dwallace@closeup.org](mailto:dwallace@closeup.org) or (703) 706-3405.