



WEST WINDSOR-PLAINSBORO

Workshop Registration Form

If you plan to present or organize an in-district workshop that you would like to count toward the 100 hour continuing education requirement, please follow these steps:

- Fill out the form below.
- Have it signed by a building administrator or your supervisor who will be responsible for certifying workshop agenda and quality implementation.
- Keep a copy for your records.
- Submit this to Victoria Kniewel, Assistant Superintendent

- For documentation provide an official attendance sheet or prepare a certificate.

Title of Workshop: _____

Date and Times of Workshop: _____

Name of Presenter: _____

Location of Workshop: _____ Position: _____

Topic Area: _____ Target Audience _____

Co-Presenter (if any) Name: _____ School _____ Position _____

Objective(s): _____

Description of Workshop: _____

Approved by: _____ *Administrator or Supervisor Date: _____

Received by: _____ Date: _____