**Directions:**

1. Use this form to document participation in all professional development events. You will use this form to enter participation in the WSAC Portal Database. The form must be accurate and legible.
2. For ALL professional development events, the attendee is required to sign-in.
3. Keep this form on file; do not submit to WSAC unless requested.

**Name of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date(s) of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Activity: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ Supervised by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Attendee Name (PRINT)** | **Attendee Signature** | **Position** |
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**GEAR UP Coordinator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**