



Alliant International University
Lifelong Learning &
Professional Development

Sing In / Out Sheet Instructions

DAY OF THE WORKSHOP

- Please designate someone to monitor the sign- in/out sheets we use to award the CE certificates.
- The person will make sure everyone signs in at the beginning of the workshop and signs out at the end.
- We cannot award CE certificates to participants who arrive 15 minutes late at the start of the workshop or those who leave early.
- The designated person will ensure this and also pass out the evaluation form for the workshop.

SIGN IN/OUT SHEET

Workshop / Seminar Title:

Instructor(s):

Date(s):

Location(s):

Number of CE's:

	NAME	SIGN-IN (Full Signature)	SIGN-OUT (Full Signature)	Alliant Faculty/Student ID # (If Applicable)
1.				
2.				
3				
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9				
10				
11				
12				

SIGN IN/OUT SHEET

Workshop / Seminar Title:

Instructor(s):

Date(s):

Location(s):

Number of CE's:

	NAME	SIGN-IN (Full Signature)	SIGN-OUT (Full Signature)	Alliant Faculty/Student ID # (If Applicable)
13				
14				
15				
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17				
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19				
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22				
23				
24				

SIGN IN/OUT SHEET

Workshop / Seminar Title:

Instructor(s):

Date(s):

Location(s):

Number of CE's:

	NAME	SIGN-IN (Full Signature)	SIGN-OUT (Full Signature)	Alliant Faculty/Student ID # (If Applicable)
25				
26				
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