

School of Public Health and Health Services
Professional Enhancement Form

Policy and Procedures: Students entering the School of Public Health and Health Services beginning in the 2003 Fall semester must attend 8 hours of professional enhancement during their program of studies. This requirement can be fulfilled by attending a workshop, seminar or other relevant professional meeting. Conference examples include the National Academy for State Health Policy, Pan American Health Organization, American Public Health Association, and the Area Health Education Center. Students must complete this form, obtain the required signature/s. A registration receipt is needed for national or local conferences requiring registration. For seminars, workshops and lectures that do not require a formal registration process, students must obtain a signature from the advisor and the event coordinator. Students can submit the documentation to the Office of Student Records after completing 4 hours of professional enhancement, or after completing the required 8 hours. All documentation must be submitted to the Office of Student Records at 222 Ross Hall before a student can apply for graduation.

Student's Name:	SSN#:
Degree/Certificate:	Program:
Year Entered:	Anticipated Graduation Date:
Email:	Advisor's Name:

TITLE OF MEETING AND SPONSOR ORGANIZATION	ADVISOR SIGNATURE	LOCATION	DATES & TOTAL # OF HOURS ATTENDED	EVENT COORDINATOR'S OR REPRESENTATIVE SIGNATURE <i>(only needed when there is no formal registration receipt, such as seminars, workshops or lectures)</i>

Student's Signature: _____ Date: _____

Student Records Signature: _____ Date: _____