

Kansas Register of Deeds Certification Program Self-Report Form

This form must be submitted for each completed professional development activity that is not offered through Kansas State University or the Kansas Register of Deeds Association.

Completed form must be submitted **within 90 days of the activity completion date.**

Contact Information

| | | | |
|---------------|---------------|--------|----------|
| Last Name | First Name | County | |
| Address | City | State | Zip Code |
| Daytime Phone | Email Address | | |

Current office held: ___ Register of Deeds ___ Deputy Register of Deeds ___ Other

Program Attended: _____

Description of Program: _____

Provider of Program: _____

Location: _____ **Date Offered:** _____

Total number of hours of learning directly involved in the program: _____
(Do not include hours spent in luncheons, exhibits, etc. where no educational presentations are provided.)

Signature of Program Provider: _____
(This signature is required to verify participation in the professional development activity being submitted.)

For a list of approved courses, visit the Register of Deeds Certification website at <http://conferences.k-state.edu/deeds/>. If the course you are submitting is not on this list, you must submit the form and required documentation for approval to Kent Brown, KROD Education Committee Chair, 1100 Massachusetts St. #304, Lawrence, KS 66044 or kbrown@douglascountyks.org prior to submitting it to Kansas State University Global Campus.

For Kansas Register of Deeds Education Committee Use:

Number of hours approved: _____

Approved by: _____
Kent Brown, Chair, Education Committee

Date approved: _____

Attach the following:

1. Copy of the program agenda, certificate of attendance (if provided), and registration form
2. Check for **\$30**, payable to Kansas State University

Send to: Kansas State University Global Campus
Attn: KROD Certification
010 Anderson Hall
919 Mid-Campus Drive North

Manhattan, KS 66506
mefford@k-state.edu