

Certified Public Official Program

PROFESSIONAL DEVELOPMENT CERTIFICATE FOR ELECTED AND APPOINTED OFFICIALS



CPO COURSE/SEMINAR ATTENDANCE SHEET

Student's Name: _____ Email: _____

Program Sponsor: _____ Date/Location: _____

Class Name: _____

of Hours: _____ Please check your association/affiliation: NACO NLC&M NASB

To receive CPO units you must have attended the **entire course/seminar**. 2 training hours = 1 CPO Unit

Please send us:

1. Copy of this form
2. Copy of the course/seminar content outline and description **OR**
3. Conference Agenda with sessions you attended circled

Email to: Shera@unr.edu

Mail to: University of Nevada, Reno
Extended Studies/0048
Attn.: Shera Alberti-Annunzio
CPO Program
Reno, NV 89557

Fax to: Extended Studies CPO Program (775) 784-4801

This information will be kept on file for four years. If you run out of attendance sheets, they can be copied. Remember to keep a copy for your records. If you have any questions or concerns, please contact Shera Alberti-Annunzio at (775) 784-1676 or email shera@unr.edu.

CPO OFFICE USE

CPO units recorded:

Employee Relations _____ Pub. Info./Media Relations _____ Public Finance _____

Leadership/Governance _____ Comm. Dev./Infrastructure _____ Miscellaneous _____

Confirmation and update sent to student: _____ Date: _____