



# CPO Course/Seminar Attendance Sheet

Student's Name: \_\_\_\_\_

Program Sponsor: \_\_\_\_\_ Date/Location: \_\_\_\_\_

Class Name: \_\_\_\_\_

# of Hours: \_\_\_\_\_ Please circle your association/affiliation: NACO NLC&M NASB

To receive CPO units you must have attended the **entire course/seminar**

Please send us

- 1) Copy of this form
- 2) Copy of the course/seminar content outline or description
- 3) Certificate of Completion or Conference Agenda

Mail information to: University of Nevada, Reno, Extended Studies CPO Program, Mail Stop 048, Reno, NV 89577

Fax information to: Extended Studies CPO Program, 775-784-1605 or by email [Shera@unr.edu](mailto:Shera@unr.edu)

This information will be kept on file for 4 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 Extended Studies, 775-784-4046 / 800-233-8928 or your association.

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**CPO Office Use**

CPO units recorded:

<input type="checkbox"/> Public Finance	<input type="checkbox"/> Pub. Info/Media Relations	<input type="checkbox"/> Employee Relations
<input type="checkbox"/> Leadership/Governance	<input type="checkbox"/> Comm. Dev./Infrastructure	<input type="checkbox"/> Miscellaneous

Confirmation and update sent to student: \_\_\_\_\_ Date: \_\_\_\_\_



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