



Contact Hours Planning and Documentation Guide

Center for Excellence in Teaching & Learning
Rowe Center for Undergraduate Education, 368 Fairfield Way, Unit 4001
Storrs, CT 06269-4001
Phone: 860-486-2364

Contact Hour Guidelines

- Participants who attend Confratute can earn up to a maximum of 35 Contact Hours by attending and documenting a full schedule of keynotes, strands, and special topic sessions
- To receive contact hours, you must participate in at least 15 hours of learning activities. This includes keynotes, strands, and special topics.
- Complete the menu on the second page of this brochure to indicate the activities you participated in during Confratute.
- Add subtotals at the bottom of each section and the overall total below.
- Complete the personal information below, sign the honor statement, and email it to confratute@uconn.edu by Friday, July 22nd.
- *Contact hours cannot be issued if you are pursuing academic credit for Confratute or if you are not a registered participant.*
- If you are seeking Contact Hours outside of Connecticut, please refer to your state's guidelines for documenting and receiving Contact Hours earned out of state.
- Certificates will be emailed within 90 days of program completion for eligible participants. Registration and all other fees must be paid in full.

Personal Information

Name: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

*Type or print clearly. This is the email where your certificate will be sent

Total Hours (from page 2)

Total Hours: _____ **Staff Initials:** _____
(Max 35)

By signing, I acknowledge that I have accurately represented my participation in the Confratute activities for which contact hours may be awarded.

Signature

Date

Keynotes & Strands (Live)

Check boxes for sessions attended

	Mon.	Tues.	Wed.
Monday, July 11 th 9:00-10:00 AM Renzulli & Reis	1		
Tuesday, July 12 th 9:00-10:00 AM Francis		1	
Wednesday, July 13 th 9:00-10:00 AM Vernal			1
Wednesday, July 13 th 3:30-4:30 PM Housand			1
Block A: 10:15-11:30 AM Strand #: _____ Instructor: _____ Title: _____	1.25	1.25	1.25
Block B: 12:00 PM-1:15 PM Strand #: _____ Instructor: _____ Title: _____	1.25	1.25	1.25
Block C: 1:45 PM-3:00 PM Strand #: _____ Instructor: _____ Title: _____	1.25	1.25	1.25
Subtotals			

Special Sessions (Live)

	Mon.	Tues.
Monday, July 11 th Presenter: _____ Title: _____	1	
Tuesday, July 12: Presenter: _____ Title: _____		1
Subtotals		

Recorded Content

	Hours
Presenter: _____ Title: _____ Date Viewed: _____	1
Presenter: _____ Title: _____ Date Viewed: _____	1
Presenter: _____ Title: _____ Date Viewed: _____	1
Presenter: _____ Title: _____ Date Viewed: _____	1
Subtotals	

*If you need additional space, please use a second form.