

Kansas Register of Deeds Certification Self-Report Form

A form must be submitted for each professional development activity that is not offered through Kansas State University. The completed form must be submitted to Kansas State University Global Campus **within 90 days of the activity 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: _____

Program Provider: _____

Location: _____ **Date offered:** _____

Total number of educational hours* directly involved in the program: _____

*Do not include hours spent in luncheons, exhibits, etc., where no education content is provided.

Signature of Program Provider: _____

(Required to verify participation in the activity. For an online activity, an email from the provider verifying your attendance is acceptable instead of the signature.)

For a list of approved providers, visit the Register of Deeds Certification website at <http://conferences.k-state.edu/deeds/>. Professional development activities provided by organizations not on the list must be submitted to the Kansas Register of Deeds Education Committee for approval. To request approval, please submit this form to Kent Brown, KROD Education Committee Chair, at 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 program agenda, certificate of attendance (if provided) and registration form
 2. Check for **\$30**, payable to Kansas State University

Mail to: Kansas State University Global Campus
 KROD Certification
 337 Hale Library
 1117 Mid-Campus Drive
 Manhattan, KS 66506

Questions: **Self-reports and certification record/status**
 Dana Flynn, mefford@k-state.edu

Programming and certification requirements
Debbie Hagenmaier, debbieh@k-state.edu