

## **AAPT/PTRA REQUIRED WORKSHOP DOCUMENTATION**

After you have completed any AAPT/PTRA workshop, you must submit the following items to Janet Lane c/o AAPT/PTRA, One Physics Ellipse, College Park, MD 20740-3845. If you have questions contact Janet at [jlane@aapt.org] or (301) 209-3344. Copies of most AAPT/PTRA forms can be printed from the AAPT/PTRA web site at <http://www.aapt.org/PTRA/index.cfm>.

- 1] AAPT/PTRA Individual Participant Forms (page 17 Required)
- 2] AAPT/PTRA Workshop Documentation Form D(s) (page 19 or 20 Required)
- 3] AAPT/PTRA Vendor Report Form(s) (page 21, 22 and/or 23 Required )
- 4] AAPT/PTRA Workshop List of Participants Form (page 24 Optional)
- 5] AAPT/PTRA Item Received by Participants Form (page 28 4 Required)
- 6] AAPT/PTRA Evaluation Form (see page 29) and/or Evaluation Summary Sheet (page 30 These forms are Optional)
- 7] Check(s) for AAPT/PTRA Workshop Registration Fee for "Fee for Service" workshops.
- 8] Sign-In Sheet for stipend (Only if stipend is provided. (pages 25, 26 or 27)

At the end of the workshop, please give each workshop participant a copy of each of the following:

- 1] AAPT/PTRA Secondary Site License for Workshop Materials (See page 32 ) - This site license is only appropriate if you handout photocopies of pages from Pre-Publication versions of AAPT/PTRA Teacher Resource Guides. It is not appropriate for Teacher Resource Guides that are published and available for purchase from AAPT or hold a copyright from other organizations.
- 2] AAPT/PTRA Workshop Certificate for Workshop (This page is not numbered, but certificate is located between pages 32 & 34
- 3] Information about AAPT/PTRA Continuing Education Units and/or University of Dallas Credits. Information and samples are on pages 34 to 36; however, PTRAs should give participants copies of the original application and evaluation forms that will be sent to you by AAPT after your request.)
- 4] If needed, an AAPT/PTRA Workshop Receipt (page 38 )
- 5] AAPT/PTRA Teacher Resource Guide Order Form (AAPT) (page 41 )
- 6] AAPT/PTRA Teacher Resource Guide Order Form (JHN) (page 42 )
- 7] AAPT National and/or AAPT Section Application