



"Professional Development for Educators by Educators"

Course Checklist

Below you will find a checklist for you to be sure all information has been included and provided. If you have any questions, please call 866-309-0307 or email at:

info@healthyteachingonline.com

1. _____ Cover page including name, date, course title, and semester (Does not count as a page)
2. _____ Paper format: Size 12 Font, Times New Roman, Double spaced, 1 inch margins
3. _____ Three additional sources in APA or MLA format (Does not count as a page)
4. _____ Paper length is based on grade attempted: A-5 pages, B-4 pages, C-3 page
 - i. The intent of this paper is to be your thoughts and opinions in regards to the information viewed throughout the course. It is truly your Reflection on the content.
 - ii. The additional sources must be an outside source (not from provided class information).
5. _____ Fill out Course Evaluation
6. _____ Fill out Colorado State University-Pueblo Registration
7. _____ Print off the Completion Certificate after completing the online viewing
8. _____ Print this checklist and include it in your packet

*Mail Hard Copies to: Healthy Teaching, PO Box 506, Reading, MI 49274

**After all of the above is received, you will receive notice by email that you have earned your credits. In the email message, you will be provided a link for information to obtain a transcript from the university.