

# Instructions for Completing the Courses4Teachers / University of the Pacific Registration Form for your Participation in an ACIS Education Tour or Global Conference

All teachers wishing to receive Graduate-Level Professional Development Semester Units/Credits for participating in an ACIS tour will be required to complete a Registration Form within **12 months** of your travel/tour. *(Please note: These units/credits are designed for advancing on the salary scale and/or renewing credentials. They are NOT designed to be used toward attainment of an advanced degree.)*

## Step 1

Get to know the policies of your school district regarding graduate level professional growth courses, due dates, etc. Some districts require prior approval and some don't. Districts vary in policy regarding whether or not they require embossed transcripts, and districts have different turn-in dates for salary advancement. It is your responsibility to know your own district's policies. There are NO refunds.

***Please note: It typically takes 6 - 8 weeks to obtain a transcript from the Registrar, so please plan to register with this time frame in mind.***

### **What information to provide your district should you need prior approval:**

Generally districts ask for the name of the university, the course title and course number. If additional information is requested, you may add that all our University of the Pacific courses are Graduate Level Professional Development Semester courses, designed as professional growth for teachers. The University of the Pacific is accredited with the Western Association of Schools and Colleges.

## Step 2

Complete and submit the registration form and payment. (See link below).

You may register by regular mail or email and we will need two things from you:

1. Registration form completed – see *suggested course titles below*

*For registration form for instant graduate level professional development semester units/credits*

**Click here:** [Registration Form](#)

2. Payment – Only \$297 for 3 graduate level semester unit/credit; personal check or Visa, Master Card, Discover or Amex.

If paying by check, checks should be made payable to **University of the Pacific** and mailed with your registration form to:

Courses4Teachers, LLC / University of the Pacific

Attn: Karin Alexander

696 San Ramon Valley Boulevard, #518

Danville, CA 94526

**IMPORTANT: In the subject line, be sure to indicate ACIS and which educational tour you participated in.**

You may choose from any of the following course numbers/titles. Your transcript will indicate the course number/title you choose. Each time you register for graduate level professional development semester units/credits for your travel, you must choose a different course title from the list.

PEDU 9221 – *Travel to Enrich Your Curriculum*  
PEDU 9220 – *Travel to Learn and Enhance Your Teaching*  
PEDU 9218 – *The History, Art & Culture of Europe*  
PEDU 9223 – *Educational Tours for Teachers*  
PEDU 9224 – *The History, Culture & Art of Italy I*  
PEDU 9215 – *The History, Culture & Art of Italy II*  
PEDU 9216 – *The History, Art & Culture of the British Isles*  
PEDU 9222 – *Travel as a Form of Education*  
PEDU 9217 – *The History, Art & Culture of Spain*  
PEDU 9219 – *The History and Art of America*  
PEDU 9225 – *The History, Art & Culture of France*  
PEDU 9225 – *The History, Art & Culture of France*  
PEDU 9299 – *Educational Travel for Music Teachers*  
PEDU 9070 – *Music Across the Curriculum*  
PEDU 9071 – *Using Music in Teaching the Standards*  
(more courses titles available upon request)

### Step 3

Upon receipt, Courses4Teachers will contact ACIS to verify your travel experience/participation/course completion. We will email you your grade confirmation, on university letterhead, within two weeks after verification is complete. (This letter is your notice that your grade has started the 6 – 8 week grading process with the University)

- For information about Courses4Teachers, LLC and University of the Pacific [CLICK HERE](#).
- To learn how you may earn graduate-level professional development units for the professional work you have been doing as a teacher [CLICK HERE](#).
- For Grader job opportunities; we are currently hiring teachers to be Graders of independent study work – it's a feel-good job. [CLICK HERE](#).

***In 6 to 8 weeks you will automatically receive an Unofficial Transcript in the US Mail from the University of the Pacific Registrar. The Unofficial is your cue that your grade has posted and you may order an Official Transcript should you need one.***

For more detailed transcript information, [CLICK HERE](#).