Smartscape certification requires payment of the $75 Smartscape registration fee, attendance at all eight workshops, and a passing grade of 70% on the open-book test.

1. The maximum amount of classes that can be made up is **two**. Missing more than two classes disqualifies you from becoming Smartscape certified.

2. You are responsible for scheduling your attendance at a make-up workshop. The following sheet highlights important information on the eligible make-up classes. More specific information is up to you to obtain from the contact phone number listed on the following sheets. **When you register for the workshop, be clear that you will be attending in order to make up a missed Smartscape workshop.**

3. You are responsible for any additional costs that may be required by the make-up workshop sponsor.

4. **You must attend the entire make-up workshop/class in order to receive credit for your attendance.** Fill out a make-up form (following page) and have the instructor of the make-up workshop sign the form at the end of the make-up workshop. **If you missed two Smartscape classes, then you will need to make up two classes, and need to turn in two forms.**

The completed and signed form (next page) can be returned via fax (602.827.8292), scanned and returned via e-mail (kpoecals.arizona.edu) or mailed and returned to Smartscape—University of Arizona Cooperative Extension, Maricopa County (4341 E. Broadway Road, Phoenix, AZ 85040).

A list of current make up classes can be found at the following website: [http://www.amwua.org/calendar.html](http://www.amwua.org/calendar.html)
Smartscape Workshop Make-Up Class

A maximum of two Smartscape workshop classes may be made up. To make up a missed class, the attendee may select from the provided list of eligible workshops/classes. The attendee is responsible for contacting the city or organization sponsoring the make-up workshop/class for information, signing up for the workshop/class, and paying any registration fee there may be for the workshop/class. The attendee must be present for the entire make-up workshop/class.

The attendee must fill out this form, have it signed by the instructor of the make-up workshop/class, and return the form to: Smartscape-UA Cooperative Extension at 4341 E. Broadway Road, Phoenix, AZ 85040.

On __________________, 2014, __________________________ attended the

workshop/class __________________________________________

hosted by ___________________________ in order to make up missing the

city/organization sponsoring the make-up class

Smartscape class __________________________________________.

Name of instructor__________________________________________(please PRINT)

Instructor’s signature________________________________________Date: _____ / _____ / _____.

PLEASE UPDATE YOUR MAILING ADDRESS

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