Post ACES PLC: Thank You Sample Email

Hello *Region Name* ACES Participants,

Thanks to all of you for sharing your valuable time with me, your willingness to engage in the ACES process, and more than anything your commitment to your own professional development on behalf of your ABE learners. Thank you!

I will be submitting a request for your CEUs, 15 for full completion. I will subtract CEUs for any missed meetings, etc. unless you made an arrangement with me beforehand to make them up and have completed that obligation.

* Three 3-hour meetings: 9 CEUs
* Pre-Tasks: 2 CEUs
* Outside Tasks #1-3: 2 CEUs
* Outside Tasks #4-6: 2 CEUs

Thanks again to all of you for such an enjoyable PLC experience!

Your Name