

Continuing Professional Development Hours Record

Directions: This form is provided for use by individuals holding either a **Professional** certificate or a **Teaching Assistant Level III** certificate. It is intended for individuals to track professional development hours earned to be used toward the 100-hour professional development requirement every five years. Your first professional development period begins on July 1 following the effective date of your Professional or TA Level III teaching certificate. Certificate holders and the district must agree in advance what activities will be acceptable and the approximate number of hours that will be reported by the district upon completion.

1. Record actual activities in the table below.
2. Keep registration forms and other documentation with this record. Documentation must be retained for seven years.
3. Submit this form, with your supervisor's signature verifying the activities and hours, to the Human Resources Department. Keep a copy for your own records.

Employee Name: _____ <small>Please print legibly</small>	Employee Number: _____
Certificate Name: _____	Certificate Control Number: _____

Date(s)	Location	Activity	Provider	Clock Hours

Note: **Full day attendance at Staff Development/Superintendent Conference Days is 7 clock hours of professional development.**

I certify that the employee has completed the professional development activities and hours on the dates listed above.

 Supervisor/Principal Signature

 Date