

## PROFESSIONAL DEVELOPMENT - DOCUMENTATION OF COMPLETION

This form must be completed and turned in for Professional Development Points and/or CEU's to be awarded. This form must be submitted **within 90 days** of the activity date or by June 30 **of the current school year for professional development activity points only.**

### Part I

|                          |                              |                  |
|--------------------------|------------------------------|------------------|
| Employee:                | Date(s) of Activity:         |                  |
| Title of Activity:       | Activity No.:                |                  |
| Description of Activity: |                              |                  |
| Contact Hours:           | Prof. Dev. Points Requested: | CEU's Requested: |

### Part II *This information will be used to determine the effectiveness of professional development activities.*

How, specifically, do you plan to use what you've learned in your job?

*NOTE: Each Employee must attach proper verification for Professional Development Points or CEU's to be credited.*

- Send a copy of this form to:
1. Your immediate Supervisor
  2. EMIS Coordinator/LPDC Secretary
  3. Copy for your records

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

*For Use by the LPDC Committee:*

\_\_\_\_\_ CEU's Approved      \_\_\_\_\_ CEU's Denied

*Explanation:*

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(cont.)**

**Part III**

Your evaluation conference cannot be completed without this documentation. **Submit this form within 90 days of activity or prior to your final evaluation conference, whichever comes first.**

|                    |                  |
|--------------------|------------------|
| Employee:          | Supervisor Name: |
| Title of Activity: | Activity Date:   |

*This section is to be used to tie professional development activities to performance reviews. It is to be completed after the employee has had time to implement and use the information from the professional development activity. Data gathered will be used for data-based decision making for professional development.*

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| How, specifically, have you used what you learned from this professional development activity? |
|--|

Attach data and other documentation to show the impact the training has had on your job performance. For example, you may use student test scores showing increased achievement, work samples, photographs of projects or any additional items as needed.