



Professional Development Activities

Instructions

¶ Plan your professional development: Annually, you will be notified of your cumulative units in your five year professional development cycle. Identify classes, conference opportunities and other activities that will extend your knowledge and enhance your teaching skills!

- Identify activities you intend to participate in during the year.

↳ Submit evidence of completion of your professional development activities to your Program Manager. This documentation demonstrates your participation, such as a class registration, conference receipt, or log of project hours. For your convenience, a workshop presenter may sign an optional verification form. List total hours for each activity.

Note: Only official college/university transcripts may be used as verification when a professional development activity has also been approved for your horizontal advancement on the salary schedule.

1 Your Program Manager will approve your submission, calculate the hours of approved professional development units, and submit your original form and attached verification to the Personnel Office. The copy of the fully completed request/submission form will be returned to you by your Program Manager to retain in your Professional Development file.