

# AACS CEU/Staff Development Activity Preapproval Application

**Directions:**

School administration, submit one preapproval form per professional development activity. When the approval is returned to you and the activity is completed, copy the preapproval form on the back of the CEU attendance voucher (one per participant) and file the two-sided form in each teacher's personnel file. As each teacher renews his certification, he will need to submit the completed two-sided form along with any other renewal paperwork. Activities must meet all CEU requirements as described in FAQ 7-12.

Check **one** of the following.

Category A

- Audit college course
- College-offered CEU program
- On-line professional development
- AACS educational convention – do not use this form; use form provided in convention booklet.
- Off-site professional development activity
- On-site professional development activity with outside leader

Category B\*

- On-site professional development activity led by qualified ministry faculty or staff member
  - On-site professional development activity provided by video or audio instruction, supervised by school administrative staff
- \*For certificate renewal, no more than 2.0 CEU's (20 contact hours) may be from Category B.*

Class or Seminar Title:

Instructor name:

Academic degree and/or other qualifications:

Educational topics or issues the activity will address (must be professional development):

Description of event: (e.g. college course, on-line, DVD, live instruction, etc. Will the event be part of a larger event? Will it be a group/classroom event? If it is on-site, who will be supervising?)

Date(s) and times of activity:

Number of direct instructional hours (Do not include breaks, homework, etc.):

Certification areas of those who will attend/receive CEU credit:

- |                                       |                                                     |                                                                            |
|---------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Preschool    | <input type="checkbox"/> Secondary                  | <input type="checkbox"/> Specialist (Bible, Comp./Info. Tech., Counseling) |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> All-Level (Music, Art, PE) | <input type="checkbox"/> Administrator                                     |
| <input type="checkbox"/> Elementary   | <input type="checkbox"/> Special Education          |                                                                            |

School Name \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date Request Filed \_\_\_\_\_

**For Office Use Only**

- CEU credit granted
- CEU credit denied      Explanation of denial:

Number of CEU credits allowed for activity: \_\_\_\_\_ tenth(s)

Conditions or limitations:

Signature of Education Office official \_\_\_\_\_ Date of Reply \_\_\_\_\_