

Directions:

- Print legibly.
- This form is required when the professional development activity is in Category B or when a certificate or attendance voucher is not issued by the provider of a Category A professional development activity.
- Copy this form on the back of the preapproval application or staple this form to the preapproval form. Both parts must be included.
- Retain the two-sided form. When you submit certification renewal application, include this form with your other renewal paperwork.
- For certificate renewal, no more than 20 contact hours may be from Category B.
- See FAQ 7-12 for more information.

Participant Information

Name _____ Phone _____

Address _____ E-Mail _____

City _____ State _____ Zip _____

Certification Area:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Secondary | <input type="checkbox"/> Specialist (Bible, Computer/Info. Technology, 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 | |

Current Certificate Endorsement (Elem. Ed, Music, Bible, Math, Science, English, etc.) _____

Professional Development Activity Information

Seminar/Workshop Title _____

Seminar/Workshop Presenter _____

Date(s) of Seminar/Workshop _____ Number of Direct Instructional Hours _____

Place Workshop Held _____

Briefly describe the Seminar/Workshop activity _____

School Information

School Name _____ E-mail _____

City _____ State _____ Phone _____ Fax _____

Administrator's Signature* _____ Date _____

*Administrator's signature verifies the attendance of participant at seminar/workshop.

For Office Use Only	
<input type="checkbox"/> Continuing education credit granted	
<input type="checkbox"/> Continuing education credit denied	Explanation of denial:
Number of contact hours allowed for activity: _____	
Signature of Education Office official _____	Date of Reply _____