

# AACS Continuing Education Attendance Voucher

## Directions

- This form is required when the professional development 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 the preapproval form on the back of the attendance voucher or staple them together (one per participant). Both parts **must** be included.
- To renew certification, teachers will submit the completed two-sided form and any other renewal paperwork.
- For certificate renewal, no more than 20 contact hours may be from Category B.
- Activities must meet all continuing education requirements as described in FAQ 7–12.

## Participant Information

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

## Certification Area

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Preschool    | <input type="checkbox"/> Secondary                  | <input type="checkbox"/> Specialist (Bible, CIT, 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(s) (Elementary Ed, Music, Math, etc.) \_\_\_\_\_

## Professional Development Activity Information

Class or Seminar Title \_\_\_\_\_

Instructor Name \_\_\_\_\_

Date(s) and times of class or seminar \_\_\_\_\_ Number of direct instructional hours \_\_\_\_\_

Location the class or seminar was held \_\_\_\_\_

## School Information

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

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

Administrator's Signature\* \_\_\_\_\_

\*Administrator's signature verifies the attendance of participant at class or seminar.

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