

PROFESSIONAL HOURS CREDIT REQUEST FORM

DATE SUBMITTED: _____

NAME: _____

POSITION: _____

BUILDING: _____

Type of Development	Provider	Date	Number of Professional Hours

Activities Approved are: Conferences, In-Service, Model Schools courses or approved on-line coursework, Graduate Courses; Superintendent’s Conference Day, Mentoring, National Board Certification Work (satisfies entire requirements for 5 years), Faculty Meetings (when the agenda relates to teaching and learning – 1 hour credit).

Attach copy of certificate. Approved professional hours will count towards the required number of hours for Professional Teaching Certification and Teaching Assistant Level III certification.

Approved

Denied

Date

Building Principal

Approved

Denied

Date

Assistant Superintendent for Curriculum & Instruction

REASONS RECOMMENDED FOR DENIAL: _____
