

Name \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_ Certification Expires \_\_\_\_\_

**PROPOSALS FOR NON-COLLEGE CREDIT, FUNDING, AND/OR TIME AWAY FROM SCHOOL MUST HAVE ADVANCED APPROVAL**

ACTIVITY \_\_\_\_\_ Date(s) \_\_\_\_\_

Location \_\_\_\_\_

Hours approved in advance \_\_\_\_\_ Hours actually spent \_\_\_\_\_

Credits Verified by College Transcript/grade report \_\_\_\_\_

Non-College Credits Approved in Advance by Full SDC \_\_\_\_\_

**Assignment of Staff Development Hours ( see reverse )**  
*Use this matrix to distribute hrs for activity named above.*

Activity Title	Activity #	Area #1		Area #2
/	/	endorsement area (eg. English)	#hrs	# Hrs to District/School Goals
<b>Total # Hrs in each area</b>	/			

Did this activity help to achieve your goal? \_\_\_\_\_ Explain \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicants Signature/Date** \_\_\_\_\_

\*\*\*\*\*  
**ATTACH ALL RELEVANT RECEIPTS AND ITEMIZED EXPENSE LIST WITH A 'SHORT GREENIE' IF REIMBURSEMENT WAS PREVIOUSLY APPROVED.**  
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**For Principal or Supervisor:**

# Hours Approved \_\_\_\_\_ College Credits Approved \_\_\_\_\_

Prior Activity # hrs received : \_\_\_\_\_/in # \_\_\_\_\_ /in # \_\_\_\_\_  
 (optional by building)

Supervisor / Date ( if applic.) \_\_\_\_\_ SDC Rep / Date \_\_\_\_\_ Principal/Date \_\_\_\_\_

For Full CSDS: Non-College Credits Approved \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Professional Development Activities**

*( Hours shown are maximums allowed for three year cycle.)*

- |  |   |
|--|---|
| 1. Workshops, Conferences, In-service      | 9. Mentoring ( 30 hrs)                  |
| 2. Courses                                 | 10. School Partnerships (20 hrs)        |
| 3. Independent Study (20 hrs)              | 11. Professional Associations ( 10 hrs) |
| 4. Curriculum Development (20 hrs)         | 12. Prof. Dev. Presentations (20 hrs)   |
| 5. Research ( 30 hrs)                      | 13. Observations/Visitations (20 hrs)   |
| 6. Writing Professional Articles ( 30 hrs) | 14. Community Service (20 hrs)          |
| 7. Committee Work ( 30 hrs)                | 15. Travel ( 10 hrs)                    |
| 8. Critical Friends (40 hrs)               |   |

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**Areas Explanation**

Staff Development hours required in a three year cycle include a minimum of 75 clock hours. A minimum of 30 hours of Area 1 must be completed for each license endorsement. At least 45 hours of Area 2 must also be completed.

**Area 1: Content - Knowledge of Subject or Field of Specialization  
(30 hours required)**

**Area 2: Professional Development - District and School Goals  
(45 hours required)**

Professional skills  
Knowledge of learners and learning  
Knowledge of the school's role, organization, and operation  
Character and citizenship education  
Exploratory or innovative activities  
Integration of technology in the school