

Continuing Professional Development Individual Record

Directions: This form is provided for teachers who hold Professional certification or Teacher Assistant III certification. This is to be utilized to record your professional development hours. The district is not responsible for maintaining this record; the individual certificate holder must complete this annually and submit to the Personnel Office. A failure to maintain record of professional development hours may make your certification invalid resulting in your inability to remain working within the classroom.

1. Check date of Professional Certification and/or Teacher Assistant III; record keeping of the professional development hours starts the first July after your certificate has been issued. (*example: Professional certificate issue 9/1/08; start to record hours 7/1/09*) Hours will not count before the first July; we will not be allowed to enter this into the NYSED TEACH system.
2. The original signed copy of this form is to be turned into the Personnel Office no later than June 30th each year. You are required to maintain a copy within your personal files for seven (7) years.
3. You must document each activity, but provide a running total of the accumulated hours. If the hours are not totaled, the form will be returned and not entered into the system.

Name:		Circle: Professional TA III			Date issued:	
Title of Program	Location	Provider	Date	Content/Pedagogy Area	Hours	
Running Total of Hours						

Provider: 1 = Public School 2 = Non-Public School 3 = BOCES 4 = Teacher Center 5 = SETRC 6 = College

I verify that the information contained on this page is accurate and true.

_____	_____
<i>Signature of Teacher or Teacher Assistant</i>	<i>Date</i>
_____	_____
Signature of Building Principal	Date