

Professional Development Verification Form Guidance

Section 1: Name and Assignment information- Ensure that your name, position (assignment), district and building are entered correctly

Section 2: Professional Development Activity

- Professional Development Activity- title of the training, course, presentation
- Sponsor/Facilitator- the presenter, agency, or institution providing the professional development or coursework
- Date of Activity- date must match that on the certificate of attendance/transcripts.

Section 3: Intended Audience

- Must be an appropriate training for your job assignment
- Must match your approved IPDP

Section 4: Program Objectives

- Clearly state the objectives of the training, course, etc as given by the presenter/facilitator/instructor (may be found on the certificate/Power Point, etc)
- Consider- What are the goals for the training? What should I know/be able to do when the training is completed?

Section 5: Reflection

- **NOT** a restatement of the program objectives
- Consider- How did this training/course better prepare me for my job assignment? What are my takeaways and how can I use them to improve my instructional strategies and practices? Give specific examples of strategies you may implement in your instruction and classroom activities.
- Examples- 1) The math strategies presented will help me support students who are struggling with number identification and counting. I plan to try to use the new manipulatives and color coded number lines in my classroom this year.
2) Because I work in special education, the additional training in writing IEP goals as SMART goals will help me to be more specific in designing individualized instruction to meet the needs of my students based on strengths and areas of intervention.

Section 6: Earned Credit

- CEU's are calculated from contact hours simply by moving the decimal point one place to the left- 5 contact hours= .5 CEU's, 10 contact hours= 1.0 CEU's. Contact hours will be taken from the certificate of attendance.
- The LPDC committee will complete/correct the contact hours to CEU's as needed

Section 7: Signature and Date- Required!

REMEMBER TO INCLUDE: The Professional Development Verification Form, certificate of attendance, transcripts if applicable, and send to lpdc@ovesc.org.