

DIRECTIONS FOR ACTIVITY COMPLETION FORM

1. Write your first and last name on the appropriate line.
2. Write the school you work at.
3. Write the title of the activity you have completed.
4. Write the name of the place the activity took place.
5. Write the date of the activity. Include the month/day/year.
6. Write the time of day the activity took place.
7. Sign your name.
8. Write the goal this activity satisfies. (These goals are listed on your goal setting sheet.)
9. State how this activity will be incorporated into your professional position.
10. Circle the type of activity in the box.
11. Distribute your hours OR credits among one or more of the 7 professional development components. You may divide the hours OR credits for *Knowledge of Field/Subject* among your multiple certifications, but BE SPECIFIC which certification they are for.
*Knowledge of Field/Subject is the only area requiring a specific number of hours for each certification. They are 30 hours for Professional Employees and Administrators and 20 hours for Paraprofessionals.
*Keep hours HOURS and credits CREDITS!
12. Write the total number of hours OR credits for Professional Development.
13. Write how many hours, IF ANY, are for increment. (Increment means any professional development completed outside the school day should your school district recognize increment hours.)
14. Get the Verifying Official's signature OR attach a copy of a Certificate of Completion/Attendance or Transcript.
15. Get the Administrator's signature.
16. Give this **COMPLETED** Activity Completion Form, along with any necessary attachments, to your Professional Development Representative.
17. A copy of the Activity Completion Form will be returned to you for your records.