

Management Council LPDC Plan of Operation

Activity Verification

Submit a new form for each completed activity that aligns with an approved professional development plan

Name _____ Date _____

ITC/Entity _____ Position _____

Instructions:

- Complete each numbered area
- Please refer to *Management Council Local Professional Development Committee Plan of Operation* Appendix A1 and A2 for any required documentation and verification that must accompany this request form, and Appendix B for instructions on submitting your form and materials.
- Submit this as soon as possible and no later than one (1) calendar year following the activity to receive credit for activities during the previous year.

1. Indicate type of activities which you completed:

_____ College Course Work
(Formal coursework completed for academic credit)

_____ Formal instruction
(Examples: professional conference; teleconference, webcast, or podcast; workshop, lab, lecture, class, or seminar; online coursework, professional development day; graded self-study program)

_____ Informal instruction
(Examples: book, manual, or video review; un-graded self-study program; mentoring; state or regional professional meeting, committee, board, or advisory group; presenter and preparation; grant writing)

2. Indicate Specific Title of Activity _____

3. Date(s) of Activity _____

4. CEU Hours/College Credit Hours Requested _____

5. Employee's signature _____ **Date** _____