

Criteria for 16 Hours of Professional Development

Any professional hours must be approved by your building administrator or pupil service director **prior** to beginning the initiative. The list below is meant to guide you in facilitating this process. New ideas beyond this list will be considered, but must be approved.

- Workshops or trainings related to district initiatives
- Other ideas that need administrative approval and collaboration:
  - 1) Leading an inservice for colleagues
  - 2) Attending an inservice put on by a colleague
  - 3) Meeting as a team to generate a written plan for implementation of a district initiative (Up to 8 hours)

Name: \_\_\_\_\_

I am requesting to attend or participate in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Hours: \_\_\_\_\_ Date: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_  
\_\_\_\_\_

Administrative Approval (Signature): \_\_\_\_\_