

## CHART OF COMPLETED REQUIREMENTS FOR TRANSITION / RENEWAL OF LICENSE

Name \_\_\_\_\_ Building \_\_\_\_\_

**THIS RECORD OF PROFESSIONAL DEVELOPMENT CREDITS / ACTIVITIES WILL NOT BE KEPT IN THE HUMAN RESOURCES OFFICE—ONLY YOU WILL MAINTAIN THIS LISTING; THEREFORE, IT IS IMPERATIVE TO KEEP ALL YOUR LPDC MATERIALS IN A SECURE LOCATION.**

As you complete coursework/workshops it will be necessary for you to update and maintain this form.

**THIS IS YOUR RESPONSIBILITY TO MAINTAIN.** Start a file. Every time you complete a course or receive a certificate of attendance or a confirmation letter from a sponsoring agency, list below:

- The name of the course and number of semester hours earned
- The activity or workshop
- The date(s) you attended
- The number of PDU's (contact hours) (only 1 student teacher per school year counts towards PDU's)
- A **short explanation** of how the activity relates to your goals

This form must be submitted (along with official college transcripts and/or copies of certificate(s) of attendance and/or confirmation letter(s) from sponsoring agencies) after January 1, of the year your certificate or license expires.

ACTIVITY Name of Course or Professional Development Activity	Date(s)	Semester Hours	PDU's or Contact Hours	Provide an explanation as to how your coursework, workshops and/or PDU's relate to your goals.
				This coursework relates to goal(s) _____ because:
				This coursework relates to goal(s) _____ because:
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