



*Serving Learners, Families, and the Community*

# CECIL COUNTY PUBLIC SCHOOLS

## DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
201 BOOTH STREET • ELKTON, MD 21921

phone: 410.996.5555 • fax: 410.996.1051 • www.ccps.org

Jeffrey A. Lawson, Ed.D.  
Superintendent of Schools

Diana B. Hawley  
President, Board of Education

### CREDIT VERIFICATION FORM

*This form is used solely for the purpose of tracking PDP activities by the certificate holder. Each activity should be approved by the facilitator or appropriate administrator after completed.*

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Certificate Validity Period \_\_\_\_\_

### ACTIVITIES COMPLETED

*The employee is responsible for completing the equivalent of six credits during the validity dates of the certificate to support the PDP. As activities are completed and credits are earned, the employee should add information in the sections below.*

Course/Workshop/ Seminar or Other Experience	Location	Date Month/YR	Credit	Approval Facilitator or Admin Initials

Please share this form with your next-in-line administrator when forwarding your PDP for approval signatures. After the PDP has been signed, this form should be kept by the certificate holder, along with a copy of the PDP. The original PDP can be emailed to [certification@ccps.org](mailto:certification@ccps.org) or sent through the pony to Human Resources.

***\*\*Please note that only the PDP is required for renewal. Credit verification forms are to remain with the certificate holder and should not be sent. \*\****