

Appendix 6

Educator Request for HPDC Approval of CEUs For Workshop Attendance (Outside District)

Educator's Name: _____

Home Phone: _____ School Phone: _____

School: _____ Assignment: _____

Signature: _____

If you are seeking HPDC approval for CEU credit for a workshop, complete the form below and send it to HPDC in care of the District office.

Workshop Title: _____

Presenter: _____

Identify Provider (University, organization, etc.) _____

Identify the Workshop date(s): _____

Please remember that this workshop and hours may be used toward renewal of a license if the workshop is completed during the active dates of the credential to be renewed.

Identify a phone number contact for facilitator, registrar, etc. _____

Identify the number of clock hours of workshop instruction: _____

Time for breaks, meals, etc. are not included in the contact hours.

Required: Attach the workshop program or synopsis indicating the workshop date(s), daily agenda with times and a description of workshop content and activities.

You are reminded that CEU credits approved locally by your HPDC must address district, building, student and educator development needs.

_____ Preapproved _____ Approved After _____ Not Approved

HPDC Chairperson: _____ Date: _____

**OFFICIAL VERIFICATION OF COMPLETION OF THE ACTIVITY
MUST ACCOMPANY CERTIFICATE RENEWAL APPLICATION**