

WASHINGTON COUNTY SCHOOLS

2024-2025

PROFESSIONAL DEVELOPMENT PROGRAM CATALOGUE



Professional Development Program Catalogue: Table of Contents

Washington County Vision, Mission, PD Needs Assessment Analysis	2
Professional Development, Professional Learning, and Professional Training: A Clarification	3
Professional Development Guidelines	4
Professional Development for 2024-2025: Flexible Calendar Approval	4
Washington County Schools Professional Learning Structure	5
Professional Development Opportunities for 2024-2025	6
Professional Development: Special Considerations	17
Professional Development Documentation	17
PD/EILA Reporting Link	17
Washington County PD Certificate	18
Conference/Out of District Certificate	19

NOTE: This document will help principals, teachers, and other professionals identify Highly Qualified Professional Learning Activities when determining actions to support Professional Growth Goals. If a professional learning opportunity is not on this list, it must align with a teacher's/other professional's Reflective Practice & Professional Growth Plan(s) and CSIP/CDIP as well as be considered highly qualified. Please contact the District Professional Development Coordinator with any questions or concerns. Principals must approve all PD activities.

Our Vision

Commanding Excellence for All.

Our Mission

Washington County Schools cultivates, collaborates, and commits to growing Productive Citizens who are Empowered Learners and Effective Communicators. Through Healthy Life Management and Goal-Oriented Initiative, we command excellence for all.

Professional Development Needs Assessment Analysis

Washington County Schools utilized data from the CDIP, CSIPs, the Impact KY survey, teacher professional development survey, end-of-year local teacher and community surveys, teacher recommendations, and SBDM councils in order to prioritize the district's professional learning and professional development focus for 2024-2025 school year.

Professional Development, Professional Learning, and Professional Training: A Clarification

Professional development refers to the **24 hours** of professional learning required by the Commonwealth of Kentucky and this school district. As defined in statute, professional development means learning that is an individual and collective responsibility that fosters shared accountability among the entire education workforce for student achievement; aligns with the Kentucky Academic Standards, educator effectiveness standards, individual growth goals, and school, school district, and state goals for student achievement; focuses on content and pedagogy as specified in certification requirements, and other related job-specific performance standards and expectations, occurs among educators who share responsibility for student growth; is facilitated by school and district leaders; focuses on individual improvement, school improvement, and program implementation; and is on-going (704 KAR 3:035). Activities designated as professional development in the state of Kentucky must occur outside of the teacher's regular school day. Professional development strategies may include, but are not limited to, participation in subject matter academies, teacher networks, training institutes, workshops, seminars, and study groups, collegial planning, action research, mentoring programs, appropriate university courses, and other forms of professional learning that occur outside of the regular school day (KRS 156.095). Support and funding for professional development activities must be incorporated into the district's comprehensive improvement plan (CDIP) and/or the school's comprehensive improvement plan (CSIP). If the school council chooses to support professional development that is not a component of the CSIP, an amendment may be made to the CSIP at any time during the year to meet the needs of the students. All professional development should be outlined in the teacher's professional growth plan (PGP) on an annual basis and updated throughout the year with approval from the principal.

Learning Forward defines **professional learning** as "learning that increases educator effectiveness and results for all students." Professional learning is intensive, sustained, collaborative, job-embedded, data-driven, and classroom-focused. Professional learning, according to Learning Forward and the Kentucky Department of Education, may occur at any time during the school day or outside of school hours.

Professional training sessions, also mandated by the Commonwealth of Kentucky, include training in technical skills and concepts. Some training sessions are required for all Kentucky educators such as suicide prevention, bloodborne pathogens, confidentiality, and seizure disorder awareness. Other training sessions are required for identified educators who fulfill specific responsibilities such as assessment administration training.

This "Professional Development Program Catalogue" lists various professional development opportunities being delivered by the district. It also includes links and schedules to other opportunities from external providers. Principals may approve professional development opportunities not included on this list for flexible PD as long as they align with the CSIP, CDIP, or the teacher's/other professional's Reflective Practice & Professional Growth Plan. If the learning opportunity occurs within the school day, it may support the PGP but it may not be counted toward the required 24 hours of professional development.

Professional Development Guidelines

- Travel authorization forms and purchase orders completed for professional learning will not be approved by the central office without the principal's signature.
- District vehicles are available for transportation to and from Professional Development opportunities. It is the responsibility of the teacher/other professional to request the vehicle. If the vehicle is not available, principal should be notified. Paid mileage must be approved prior to travel.
- All staff must provide their principals their Reflective Practice & Professional Growth Plans as part of the Certified Evaluation Plan.
- **24 professional development hours** must be completed and reported by each certified teacher **no later than May 1st**.
- The 24 hours can be pro-rated for teachers who are not employed by the district for the entire school year.
- Each teacher must complete the district's [online PD survey](#) and upload a Certificate of Attendance for all PD sessions in order to receive credit.
- If you receive a stipend for a Professional Learning and Development session, you may not count it towards the required 24 hours unless you receive prior approval from the Washington County Professional Development coordinator.
- If your particular PD session is canceled, it is the responsibility of the teacher/other professional to work with the principal to select a new PD session.
- If you are unable to attend a PD event, it is the responsibility of the teacher/other professional to cancel registration prior to fees being charged.
- If a district funding source is used to pay for travel and/or registration for a teacher/other professional to attend a professional learning activity, it will be an expectation for the attendee, principal, and district administrator to develop a plan for sharing the knowledge gained with others.
- All administrators must complete and report the state-required **21 hours of EILA credit by June 30** of the school year unless hours are pro-rated due to not being employed for the entire school year. A minimum of 6 EILA hours must address the certified evaluation system.

Professional Development for 2024-2025: Flexible Calendar Approval

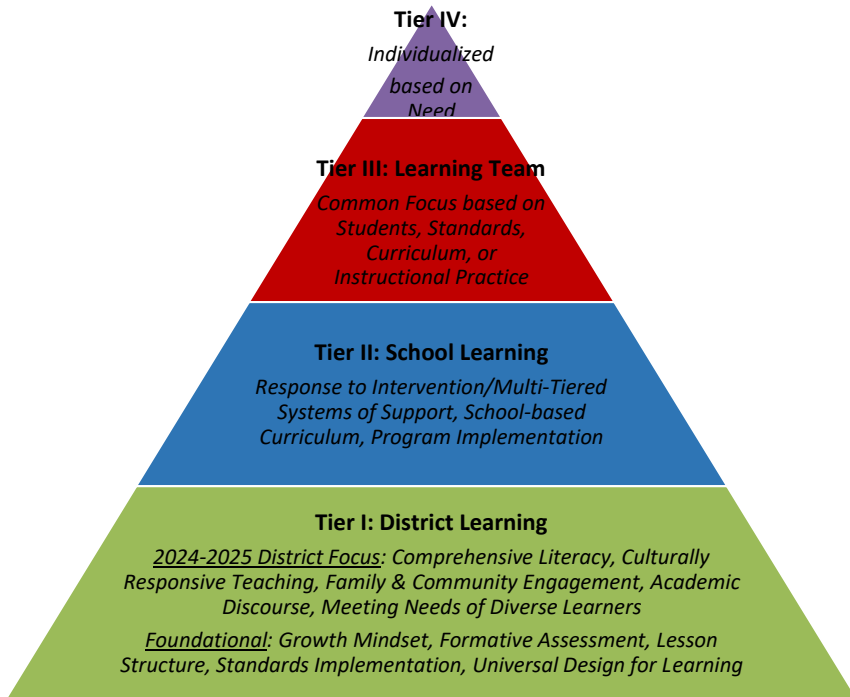
The Washington County Board of Education approved the following professional development plans and flexible calendar at their regular meeting on May 20, 2024.

NWES, WCES, WCMS, WCHS: 6 hours of professional development determined by the district; 12 hours of professional development focused on a school-determined need; 6 hours of flexible professional development focused on individual growth needs.

WCHS: 12 hours of professional development determined by the district; 6 hours of professional development focused on a school-determined need; 6 hours of flexible professional development focused on individual growth needs.

Because each school has selected a flexible PD calendar for the 2024-2025 school year, teachers may earn PD credits following the last professional day of the 2023-24 calendar through May 1, 2025. The 6 hours of required district professional development will occur on **October 4, 2024**.

Washington County Schools Professional Learning Structure:



Tier I District Foundational: All Washington County teachers, experienced and new, are expected to implement these practices. The district will provide support throughout the year to target these needs. Teachers should discuss with their principals if they need support in these areas.

Tier I District Focus: These practices will be highlighted during the current school year as targeted areas for growth. The district will provide support throughout the year to assist in implementation.

Tier II School: All schools in Washington County identify their school growth needs based on student performance. These needs are developed in the CSIP and supported through school or district-based professional learning opportunities.

Tier III Team: Learning teams may be defined by similar content, concept, or skill. These teams enhance professional learning by providing support to all team members through designs such as lesson study, book study, or analysis of student work.

Tier IV Individual: Teachers may choose professional development that supports individual growth needs not addressed in the school or district professional learning programs. These individual development opportunities should be approved by the principal prior to participating.

Professional Development Opportunities for 2024-2025

Only activities occurring **outside** the regular school day will qualify to meet the 24-hour PD requirement. District workday sessions and early release sessions do not meet the PD requirement.

Session Number	KY Framework	Session Title	PD/EILA Credit	Dates	Time	Location	Presenter/Contact	Subject Areas	Grade Levels
1-2		REQUIRED: New Certified Staff Orientation Day Register by school invitation only. All certified staff new to the district will participate in this 3-hour school orientation session.	3 hours	TBA	9:00-12:00	Schools	School Leadership Teams	All	All
1-4		REQUIRED: WCS Early Career Teacher (1-3 years) Academy: Register by invitation only. All early career teachers will participate in this series of professional development sessions.	Up to 6 hours	Multiple	3:45-5:00	TBA	WC Instructional Leadership Team	All	All
2-3		REQUIRED: WC PD Day A variety of sessions to support professional growth will be offered. This is a PD Day in the district calendar. Registration link and session details will be available via email in September.	6 hours	October 4	8:00-3:00	TBA	Multiple	All	All
1-3		REQUIRED: Kentucky Comprehensive Literacy Grant PD A variety of sessions to support professional growth in the area of literacy across the contents. Each content will have specific training provided through Kentucky Writing Project. 15 hours must be obtained through a provider. 24 hours total must be obtained by June 30, 2025. <i>Work-embedded PD hours will count toward the total hours for grant, even though they would not satisfy 24 PD hours, as indicated in teacher contracts, which must be fulfilled outside of the workday. Many of these hours will be obtained on TEACHER WORKDAYS, which teachers are being paid for according to their contracts.</i>	24 hours; 15 hours by provider	Various	TBD	TBD	Kentucky Writing Project, Approved Vendors, WCS Academic Division	All	All
4		SBDM Experienced Member Training Required SBDM training for experienced members Email Lee Anne Ater for registration details.	3 hours	6/6/24	8:30-11:30	WC Central Office	SBDM Coordinator	Experienced SBDM members	All

	4	SBDM New Member Training Required SBDM training for all new committee members Email Lee Anne Ater for registration details.	6 hours	6/5/24	8:30-3:30	WC Central Office	SBDM Coordinator	All New SBDM Members	All
	1-4	WC Principal PLC Monthly team meetings. Registration not necessary.	12 EILA	Monthly	8:30-10:30	WC Central Office	Superintendent	Administrators	All
	1-4	School-Based PD: Intentional Planning Day Required: NWES teachers North Washington will have an intentional planning day to review and learn about various instructional and behavior strategies that we will utilize for the 24-25 school year including but not limited to deeper learning, station teaching, and restorative practices.	6 hours	TBA	TBA	NWES	Principal	All NWES	Pre-8
	1-4	School-Based PD: Intentional Planning Day Required: NWES teachers Teachers participating in the second school-based day will be polled for which book they feel will be most beneficial for our book study. The book study will require reading and reflection outside of school as well as some meetings to discuss and reflect as a group.	6 hours	TBA	TBA	NWES	Principal	All NWES	Pre-8
	1-4	School-Based PD: Intentional Planning Day Required: WCES teachers WCES will meet whole group to go through our expectations for instruction, classroom management systems, behavior systems, communication systems, etc.	6 hours	TBA	TBA	WCES	Principal	All WCES	Pre-5
	1-4	School-Based PD: Proactive Planning and Managing Your Classroom Required: WCHS teachers WCHS teachers will engage in learning around station teaching, co-teaching strategies/expectations, de-escalation strategies, PBIS, formative assessment, and RTI.	6 hours	TBA	TBA	WCHS	Principal	All WCHS	9-12
	1-4	School-Based PD: Intentional Planning Required: WCHS teachers WCHS teachers will engage in school visioning, digital learning, Commander Ready, Deeper Learning, and ViewSonic training.	6 hours	TBA	TBA	WCHS	Principal	All WCHS	9-12

1-4	School-Based PD: Classroom Management and Behavior Supports/Formative Assessment Required: WCMS teachers Teachers will review sample classroom management plans and then create/revise/edit their intended plan for the 24-25 school year; Analyze and discuss different types of behavior; Review current behavior matrix and discuss classroom level vs school level behaviors; Review formative assessment and understand the true meaning of what it is intended to be used for. Review past formative assessments given; create a bank of formative assessments for each standard and sub-standard for the first unit.	6 hours	TBA	TBA	WCMS	Principal	All WCMS	6-8
1-4	School-Based PD: Mini PD Required: WCMS teachers Mini 1 hour PD sessions after school on topics that are identified as staff needs. May include, but not limited to: Infinite Campus 101; Viewsonic 101; Communication with Parents/Families; Classroom management; Intentional Planning.	1 hour per session; 6 sessions total	TBA	TBA	WCMS	Principal	All WCMS	6-8
1	Preschool: Anderson Co Regional Training Center Variety of specific professional learning opportunities geared towards Preschool.	Varies	Varies	Varies	Varies	Varies	All Preschool	PK
1	Making EL Students Feel Welcomed: Strategies for welcoming English Learners to your classroom. Contact Lee Anne Ater to register.	2 hours	Asynchronous		https://app.peardeck.com/student/trghkpsjt		All	All
1,3	Supporting Equity for EL Students During Instruction: Strategies to use during instruction for EL students Contact Lee Anne Ater to register.	2 hours	Asynchronous		https://app.peardeck.com/student/taconzhvw		All	All
1	Adapt and Modify to Support EL Student Learning Contact Lee Anne Ater to register.	2 hours	Asynchronous		https://app.peardeck.com/student/tbjcpiil		All	All
1-3	Multilingual WIDA Trainings WIDA offers in-person workshops and online webinars throughout the year focused on English Language Learners. Example of current modules include- Classroom Educators:	TBD	Asynchronous		Contact Lee Anne Ater to set up WIDA account.		All	All

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		Engaging Multilingual Newcomers; Developing language for learning in mathematics; Engaging multilingual learners in science - making sense of phenomena; Home languages in the classroom; Making language visible in the classroom: explore the key language uses; Reframing education for long-term English learners; Scaffolding learning through language webinar series; Social Studies - Engaging multilingual learners through inquiry; WIDA ELD standards framework - a collaborative approach							
	1, 4	Yearly BAC Assessment Training: Building Assessment Coordinators will gain knowledge regarding the implementation of the state assessment process and requirements for the state testing windows.	6 EILA	TBA	TBA	TBA	District Assessment Coordinator	BAC	All
	1,3	PBL Project: Summer Workshop Educators will do a number of great "hands-on" exercises in small groups, including a PBL Scenario, STEM Challenge, several Critical/Creative Thinking exercises, and an abbreviated Escape Room and forensic Scene. The overall goal is to give educators the confidence to integrate strategies that focus more on a Depth of Knowledge 3 & 4 to support the traditional DOK 1 & 2 instruction. Registration COST: \$100	6 hours	July 15, 2024	8:30-4:00	Ralph Rush, 99 Center St. Florence, KY	Ben Bache	GT	All
	1-3	KAGE Annual Conference The Conference includes nationally known keynote speakers as well as sessions ranging from differentiation to inequity in gifted education to creativity and addressing social and emotional needs of gifted students, the KAGE conference is the place to be to learn about better serving our gifted students.	12 hours	February 2025	TBD	Hilton, Downtown Lexington	Various Presenters	All	All
	1-3	Kentucky Writing Project PD Opportunities KWP offers an extensive variety of literacy-based professional learning opportunities available at a number of locations around the state. For more details: KWP PD	Varies; EILA available	Varies	Varies	Varies	KWP Directors	All	All
	1-3	Partnership Institute for Math and Science Education Reform (PMSER) PMSER provides a variety of high-quality training and support for improvements in mathematics and science education that is responsive to the needs of all educators. For more details: PMSER	Varies; EILA available	Varies	Varies	Varies	PMSER	Science and Mathematics	All

1-3	KY Center for Mathematics (KCM) Variety of sessions focused on mathematics instruction. Registration: https://www.kentuckymathematics.org/	Varies	Varies	Varies	Varies	KCM	Mathematics	All
1	Structured Literacy: This “on-demand” professional learning will provide you with the support you need to help ensure correct implementation of Structured Literacy. You will learn multisensory approaches with explicit and direct instructional strategies to simultaneously teach reading, writing and spelling. Module completion certificates must be submitted to your principal for PD credit. Access: http://bit.ly/KentuckySLtraining	3 hours	Asynchronous			KDE/ CKEC	Reading	K-2
2	Safe Crisis Management: Initial Certification Safe Crisis Management® “SCM” is a comprehensive training program focused on preventing and managing crisis events and improving safety in agencies and schools. Safe Crisis Management has a trauma-sensitive approach with emphasis on building positive relationships with individuals. Our program is designed to assist staff with responding to the needs of all individuals and particularly with the needs of the most challenging. SCM is a physical training. <i>Registration Link will be provided by Principal.</i>	12 hours	TBD	TBD	WCES	Lori Dye Tyler Campbell	SCM Team Members	All
2	Safe Crisis Management: Re-certification Safe Crisis Management® “SCM” is a comprehensive training program focused on preventing and managing crisis events and improving safety in agencies and schools. Safe Crisis Management has a trauma-sensitive approach with emphasis on building positive relationships with individuals. Our program is designed to assist staff with responding to the needs of all individuals and particularly with the needs of the most challenging. SCM is a physical training. <i>Registration Link will be provided by Principal.</i>	6 hours	TBD	TBD	WCES	Lori Dye Tyler Campbell	SCM Team Members	All
1-4	Kentucky Content Conferences Registration at council websites Contact Holly Elmore for details.	Varies	Varies	Varies	Varies	CAO	All	All
1-4	Book Study Special Topics	Up to 6 hours; must	Varies	Varies	Varies	CAO/ Directors/ Principals	All	All

		Administrators, Directors, or Teacher teams read a selected text and apply practices to their own instruction. Team lead should request approval from supervisor.	have approval						
1-4		CKEC Professional Learning Sessions Variety of sessions focused on special education, behavior, and academic topics. Registration: www.ckec.org	Varies	Varies	Varies	Lexington	CKEC	All	All
3		Advanced Placement & Laying the Foundation Email GT Coordinator for registration details.	12 hours; EILA	Varies	TBA	Virtual	AP, Pre-AP, GT	All	6-12
4		Principal Partnership Project (P3) Assistant Principal Partnership Project (AP3) Info & Registration: https://education.ky.gov/teachers/Pages/Principal-Partnership-Project-(P3).aspx	EILA	Varies	Varies	Varies	KDE	All	All
1-4		KDE's Professional Learning Bulletin Board The PLBB provides KY educators access to a variety of professional learning opportunities that have been vetted by KDE and approved to support the development needs of Kentucky educators. To review sessions: PL Bulletin Board	Varies; EILA options noted	Varies	On-Demand	Virtual	KDE	All	All
2-3		Lexia LETRS/Kentucky Reading Academies A child's ability to read is a critical predictor of both educational and lifelong success. Students must have every opportunity to gain and strengthen this skill, and teachers must be equipped and empowered in the teaching of reading to best support their students. To support this goal, the Kentucky Department of Education is launching a new, exciting partnership, called the Kentucky Reading Academies, which brings the LETRS, Language Essentials for Teachers of Reading and Spelling, professional learning opportunity to educators across the commonwealth. Through LETRS, teachers gain essential knowledge to master the fundamentals of literacy instruction required to transform student learning and create a more vibrant experience for each and every young reader. Registration Link: LETRS for Educators, LETRS for Administrators	12 hours/ unit and up to \$200 stipend upon completion (as funds are available)	Ongoing	Varies	Virtual	Lexia/ KDE	K-5 Literacy Teachers	K-5

	1-4	<p>KY CTE Summer Conference The CTE Meeting Place will provide a networking forum where teachers and administrators can review products and services to improve CTE instruction, and institutions and businesses can interact with teachers and administrators to build understanding to improve mutual success. Registration Link <i>Cost paid by Perkins.</i></p>	6-12 hours	July 8-11	TBD	Galt House, Louisville, Ky	KACTE	CTE	9-12
	1-4	<p>KySTE Conference 2025 Technology educators conference for Kentucky teachers. This conference offers professional development opportunities for STLP and technology use and lessons in the classroom. Registration Link</p>	12 hours	March 12-14, 2025	TBD	Ky International Convention Center, Louisville, Ky	KySTE Members	Technology	All
	1-4	<p>CKEC EDUCON A premier educational showcase and learning opportunity for teachers, principals, and district leaders. Participants will hear from national keynote speakers Ron Clark of the nationally-acclaimed Ron Clark Academy and Dave Burgess, author of best-seller Teach Like A Pirate. In addition, participants will have the opportunity to choose from more than 60 breakout sessions led by school districts from across the Central Kentucky region and beyond. These collaborative sessions will showcase impactful programs, strategies, and approaches that lead to high levels of student success. You won't just come away with a good idea or two...you'll hear tons of great ideas and best practices that you can immediately use in your classroom, school, or district. In schools, our mission is to positively impact the lives of students and prepare them for successful lives.</p>	12 hours	June 13-14, 2024	8:30-3:30	EKU Perkins Conference Center, Richmond, KY	Ron Clark, Dave Burgess, CKEC Districts	All	All
	3	<p>Empowering Educators: Harnessing AI For Effective Science Instruction An immersive professional development session where science teachers will discover innovative strategies to seamlessly integrate AI into their classrooms. Learn how to leverage AI tools to revolutionize student tasks, enhance learning outcomes, and streamline your teaching workflow for maximum efficiency. Explore practical applications and unleash the power of AI to propel your teaching to new heights! Registration COST: \$175</p>	6 hours	June 14	8:30-3:30	Sullivan University, Lexington, Ky	Madison Staton	Science	6-12

1-4	<p>Leading Effective Science Instruction to Promote Student Learning Conference</p> <p>We will deep dive into content from OpenSciEd units to help teachers understand how to interactively explore these scientific concepts with their students, and elevate successful student learning and performance in the process.</p> <p>The summer series features all new units designed to promote student learning about Chemical Reactions, Matter Cycling & Photosynthesis, Natural Hazards, and Ecosystems - Matter & Energy. COST: \$400</p>	12 hours	MS-Grade 6: June 13-14 Grade 7: June 17-18 Grade 8: June 19-20 High School: June 24-25	8:30-3:30	Varies by Session	PIMSER	Science	6-12
1-4	<p>It Only Works When You Use It: Practical Application of Assistive Devices in a Preschool Classroom</p> <p>Use of assistive technology and related devices in the preschool classroom; may have the opportunity to bring some items back to the classroom! Registration</p>	6 hours	July 26	9-4	The McKinley Event Venue, Lawrenceburg, Ky	Alysia Wedding-Anderson Co Early Childhood Regional Training Center, CKEC	Other	PK
1-3	<p>KCTE/LA Conference</p> <p>The KCTE/LA Conference and/or mini conferences are offered in the spring and the fall featuring sessions around literacy, assessment, instructional strategies, and more.</p>	6-12	TBD	TBD	TBD	KCTE/ LA	All	All
1,3-4	<p>National Writing Project Online Modules</p> <p>The National Writing Project offers a variety of online courses and bundles created by teachers for other teachers. There are both synchronous and asynchronous options at competitive price points. Every course leader is an experienced instructor, supported by a national network of writing education experts.</p> <p>Registration: https://www.nwp.org/courses Contact Michelle Devine if you are interested</p>	Various	Varies	TBD	Online Modules	National Writing Project	All	All

Professional Development: Special Considerations

Online Learning Requirements - Some online learning opportunities build into the system reflection questions, pre-post assessments/surveys, certificates of completion, and other activities. In order to receive PD credit for these types of online learning modules, you must complete all pre/post assessments/surveys, reflection questions, activities, and other requirements presented during the module. A copy of the completed documents as well as evidence of length of the module will need to be submitted to the principal for his or her approval. If you choose an online learning opportunity that does not include documentation, you should complete a professional log of your time, work, and reflections. Present the log to your principal and you will then receive a PD certificate upon approval. The school principal must sign documents to receive PD credit. The time approved for PD credit will be based on the length of the video plus .5 per minute of video to include credit for reflection time. For example: 1-hour video would result in 1 1/2 hour credits; 15-minute video would result in 22.5 minutes credit. A principal can use professional judgment to approve more time based on the evidence if justified.

Out-of-District Conferences - If you choose to attend a conference that does not provide you with a certificate for each concurrent session, you will need to submit a Certificate of Attendance voucher (located at the end of this document) signed by the facilitator/trainer of each session attended in order to receive PD credit. Teachers/other professionals are responsible for taking multiple blank vouchers to the conference and requesting each facilitator/trainer to complete a voucher.

PD/EILA Documentation Requirements – Principals must sign each document to verify that the PD counts toward a teacher’s 24-hour requirement. All PD/EILA certificates must be uploaded into the district’s [PD/EILA verification system](#) in a timely manner. Teachers are responsible for keeping copies of all PD documentation: certificates, reflections, agendas, other artifacts that verify attendance and participation.

PD & PGP Documentation - Principal, Assistant Principal, Teacher, and Other School Level Certified Professionals templates are located in the Professional Growth and Effectiveness System/Certified Evaluation Plan

EILA & PD - Although sessions that occur during the school day may provide an EILA certificate at the conclusion of the session, that credit does not equate to PD credit.

Professional Development: Documentation

Washington County PD events are documented through the certificate on page 14.

If you attend events outside of the district, you will need a copy of their certificate or use the session certificates of attendance on page 14.

All certificates must be uploaded into the district’s [PD/EILA verification system](#).

Certificate of Professional Learning: To be used when the school district provides professional learning.

CERTIFICATE of Professional Learning



This Certificate is awarded to :

(Participant's Name)
for successfully completing

(Title of Training)

FACILITATOR

DATE

TIME OF TRAINING

TOTAL HOURS RECEIVED

ADMINISTRATOR'S
SIGNATURE

DATE

Certificate of Attendance: To be used when certificate for a conference/session is not awarded and evidence is needed.

The form is titled "CERTIFICATE OF Attendance" in blue text. It features a decorative border with red and white diagonal stripes and a blue wavy top edge. A large, semi-transparent watermark in the center reads "WASHINGTON COUNTY SCHOOLS" at the top, "COLLABORATE CULTIVATE" on the sides, and "COMMIT Commanding Excellence for All" at the bottom. The watermark also includes a large letter 'W' with a pencil and a hand holding a plant. The form contains several horizontal lines for text entry, each with a label below it: "Participant's Name", "FOR ATTENDING", "Title of Session", "DURING THE CONFERENCE:", "Title of Conference", "Date", "Number of Hours", and "Session Facilitator/Trainer/Instructor Signature".

CERTIFICATE OF Attendance

THIS CERTIFICATE IS AWARDED TO

Participant's Name

FOR ATTENDING

Title of Session

DURING THE CONFERENCE:

Title of Conference

Date Number of Hours

Session Facilitator/Trainer/Instructor Signature