

**HERTFORD COUNTY PUBLIC SCHOOLS
STAFF DEVELOPMENT ACTIVITY PARTICIPANT
INFORMATION FORM**

In order to receive renewal credit for staff development activities, this form needs to be completed and sent to Human Resources. Form needs to be submitted as soon as possible after activity has been completed. A copy should be retained for your file.

Name: _____

SS #: _____ - _____ - _____ School: _____
(Please indicate complete number)

Name of Staff Development Activity: _____

Date(s) of Activity: _____

Name of Agency Sponsoring Staff Development: _____

Duration of Activity (Hours Attended): _____

Please indicate the amount of credit received:

Total CEU's _____ **Total Technology Credit** _____ **Total Principal's Credit** _____

Total Literacy Credit _____ **Total Core Academic Credit** _____

Calculating Credit

10 contact hours of staff development = 1 ceu / renewal credit. If an activity lasts for two (2) hours, the participant would receive .2 ceu credits. When the activity is 30 minutes, the credit should be .05.

College coursework can be counted as renewal credits as follows:

- ♣ 1 semester hour of coursework = 1.5 ceu's
 - ♣ 3 semester hours of coursework = 4.5 ceu's
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Employee's Signature

Date

Principal's Signature

Date