

Professional Development Implementation Form For Trainings/Workshops

Name:		Last 4 Digits of Your Social Security #:	
School/Department:		Instructor Name:	
Title of Professional Training Activity:			
Location of Activity:		Begin Date:	End Date:
# Training Hours:		# Implementation Hours:	

Time spent completing report is NOT considered implementation.

Report:

Attach a typed, narrative report responding to each section listed below.

Section 1 – FOCUS: Describe how this training specifically relates to your school’s School Improvement Plan and your Individual Professional Development Plan.

Section 2 – PURPOSE: Describe your main purpose and objectives for participating in this training.

Section 3 – ACTIVITIES: What information did you learn during this training?

Section 4 – FOLLOW-UP: What did you do to implement what you’ve learned?

Section 5 – IMPACT: How did your implementation impact student achievement?

Section 6 – REFLECTION: Describe how your professional practices will change because of this experience.

In order to maintain individual options for inservice credit, it is important that the quality of work submitted represents the standard for the education profession. Employees are asked to show a high degree of professionalism in their work. Reports not meeting these standards will be returned for revision before inservice points can be awarded.

* If this request for points is for an out-of-county training that the Curriculum & Instruction Department will not get a roster for, please attach an agenda.

Submit your Implementation Form along with a Time and Implementation Activity Log documenting your hours to the Curriculum & Instruction Department within 60 days of completion of the training. (You may request additional time if the implementation requires it.)

Approval for Inservice Points:

Please allow two to three weeks for your inservice request to be reviewed. If additional information is needed, you will be contacted; otherwise, once approved, your inservice points will be entered into your inservice record. You can check your inservice points at any time by visiting your Skyward Employee Access page and going to the Professional Development link. It is recommended that you check your inservice record regularly to be sure your record is up-to-date.

Curriculum & Instruction Approval

Signature	Date	Component	Points

