

## DESCRIPTION OF A PROFESSIONAL DEVELOPMENT ACTIVITY FOR CEUs

This form or its equivalent is to be used to document each activity for which CEUs are awarded. Use additional pages if necessary.

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NAME OF APPROVED PROVIDER

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PROVIDER NO.

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TITLE OF ACTIVITY

ASSIGNED ACTIVITY NUMBER :

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Activity Start Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Activity End Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of sessions : \_\_\_\_\_

Evaluation completed (date) : \_\_\_\_\_

Dates of sessions :

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Total Contact Hours : \_\_\_\_\_  
(include only time on task in calculation)

No. CEUs Awarded : \_\_\_\_\_  
(Based upon total contact hours)

Date CEU Certificates Issued : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Total No. Participants Awarded CEUs : \_\_\_\_\_

Name of Presenter(s) if applicable : \_\_\_\_\_

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Appropriate focus : (cite specific reference to CT Framework, CT Common Core of Learning, CT Common Core of Teaching, and CT Guidelines for Teacher Evaluation & Professional Development)

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Learning Outcomes : (as a result of participating in this activity, a participant will....)

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Effect on Improved Student Learning : (as a result of this activity indicate how student learning may be improved)

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Additional Requirements for Successful Participation / Completion :

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Describe evaluation methodology : \_\_\_\_\_

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CEU Coordinator Signature

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Date