WLPDC Individual Professional Development Plan Other Activity Log

BLT Meetings

This includes meetings for the Building Leadership Team.

Please complete a separate form for each Other Activity.

Last Name: First Name: M. I.:

Current Building: Current Position:

Current School Year (July 1 – June 30) encompassing all activities listed:

Recording of time is to be in "Total Minutes" NO HOURS. e.g. of Minutes 15, 30, 45, 60=1 hour, 90=1 ½ hours, 120 -2 hours, etc.

Other Activity Title	Date	Description	Location	Presenter	Start / End Time	Total Minutes	Facilitator's Initials
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
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BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
BLT Meeting							
					Total Minutes		

Educator's Signature: Date:

Administrator's Signature: Date:

Final Approval After Completion:

WLPDC Chairperson's Signature: Date: Hours Granted:

This log must be submitted prior to June 30 of the current school year to the WLPDC as evidence of the professional development plan completion.
The educator must log all activity hours / minutes and must have all sections of the form complete, including all signatures.
The WLPDC will determine the number of CEU's granted. The maximum is 2.0 CEU's per activity per year.

One clock hour of activity is equal to one-tenth of a CEU; ten clock hours of activity is equal to one CEU.
1 clock hour = 0.1 CEU 10 clock hours = 1.0 CEU