

FORM D – Part 1

**Workshop Continuing Education Unit: WLPDC Approval**

Directions: It is the educator's responsibility to exit a workshop with a document verifying that a certain number of clock hours of participation have been completed. If official documentation is not provided to the educator which includes verification of clock hours, the educator must complete and attach Form D – Part 2 which must include the workshop representative's signature. Only the WLPDC will determine the number of CEU's granted. TYPE OR PRINT legibly.

**FOR WARREN CITY SCHOOLS PROFESSIONAL DEVELOPMENT HOURS ONLY, compile all green certificates and attach ONE Form D – Part 1, listing ALL workshop dates, adding up ALL Clock Hours on one submitted form. Use other side if necessary.**

**For Pre-Approved Providers:** Complete 1-7 and submit after workshop with verification of clock hours of participation and an agenda for the workshop.

**For NOT Pre-Approved Providers:** Complete 1-7, gain signature approval of WLPDC at section 8 below prior to taking workshop, re-submit after workshop with verification of clock hours of participation and an agenda for the workshop.

Check One:  Pre-Approved Provider  
 NOT Pre-Approved Provider

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M. I.: \_\_\_\_\_

2. Social Security #: \_\_\_\_\_ Home Phone: \_\_\_\_\_

3. Building: Administration Building Phone: \_\_\_\_\_

4. Identify Provider: \_\_\_\_\_ Provider Phone Number: \_\_\_\_\_

(Use reverse side to list additional presenters and dates for Warren City Schools professional development hours ONLY)

5. Identify Presenter(s): \_\_\_\_\_

6. Identify the workshop date(s): \_\_\_\_\_

(For Warren City Schools professional development hours ONLY, total all clock hours)

7. Identify the number of **CLOCK HOURS** of workshop instruction:

\*Conversion: One activity hour is equal to one-tenth (0.1) CEU credit. 10 activity hours are equal to one (1) CEU. The WLPDC will determine CEU credits based upon district guidelines.

**FOR PRE-APPROVAL OF A NON-APPROVED WORKSHOP:**

8. For pre-approval of a non-approved provider, attach the workshop program or synopsis indicating the workshop date(s), daily agenda with times, and a description of workshop content and activities. You are reminded that CEU workshop credits used to renew a license, whether from the Ohio Department of Education (issued only until July 1, 1998) or approved locally by the WLPDC, must assist you in accomplishing the goals of your Individual Professional Development Plan, and that this plan must address district, building, student and educator development needs.

If the Provider does not appear on the list of the WLPDC's **Pre-Approved Professional Development Providers**, your request for CEU credit must be pre-approved by the WLPDC to guarantee CEU credit; otherwise, the educator will risk taking a workshop that may or may not be approved for CEU Credit. Gain the signature of the WLPDC Chairperson here for **Pre-approval:**

WLPDC Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_ # of Pre-approved CEU's: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**FINAL APPROVAL AFTER COMPLETION:**

Number of CEU's granted and approved by the WLPDC **AFTER COMPLETION:** \_\_\_\_\_

WLPDC Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_