

**Description of a Professional Development Activity for CEUs**

**ACTIVITY**

|   |   |                      |  |
|---|---|----------------------|--|
| Name of individual submitting form:                                     |   | Title/Position:      |  |
| Activity Name:  |   |                      |  |
| Activity Session Type:  | <input type="checkbox"/> Single <input type="checkbox"/> Multiple | Total Contact Hours: |  |
| Maximum # of CEUs:  |   | Minimum # of CEUs:   |  |
| Objectives of the Session(s):   |   |                      |  |
| Description (brief) for Award Certificate:                              |   |                      |  |
| Description for Course Catalogue (use above description or record new): | <input type="checkbox"/> Use same as above                        |                      |  |
| Identified Needs Addressed:   | This workshop is needed because . . .                             |                      |  |
| Learning Outcomes:  | As a result of this activity, a participant will be able to . . . |                      |  |
| Effect on Student Learning:   | How will student learning improve as a result of this activity?   |                      |  |
| Additional Requirements for Successful Participation or Completion:     | <input type="checkbox"/> None                                     |                      |  |
| Describe Evaluation Methodology:  | What evidence will there be that learning has taken place?        |                      |  |

**ACTIVITY CLASS**

|  |      |  |   |
|--|------|--|---|
| Subject Area (you may record more than one):                         | 1    | 2  | 3 |
| Activity Topic Code:   |      | Year Code (school year in which PD takes place): |   |
| Activity Sub Title:  |      |  |   |
| Target Audience (K-12 teachers, administrators, art teachers, etc.): |      | Max Attendance:                                  |   |
| Allow Online Evaluation:   | YES! |  |   |

**SCHEDULE**

|  |    |              |    |
|--|----|--------------|----|
| Instructor:  |    | Start Date:  |    |
| Start Date (If multiple activity, use spaces 2 - 12 to indicate subsequent dates): | 1  | 2            | 3  |
|  | 4  | 5            | 6  |
|  | 7  | 8            | 9  |
|  | 10 | 11           | 12 |
| Start Time:  |    | End Time:    |    |
| Building Location:   |    | Room Number: |    |

**APPROVAL**

Administrator (print name): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date