New York State Education Department
Office of Teaching Initiatives

Continuing Professional Development
South Colonie Central School District
Reporting Hours Form

Directions: This form is provided for use by individuals holding either a Professional certificate or a Teaching Assistant Level III certificate and their employing public school districts. This is to be used as a tool for completing professional development activities in accordance with certification requirements. It is recommended that certificate holders and districts agree, in advance, what activities will be acceptable and the approximate number of hours that will be reported by the district upon completion.

1. Record activities in the table below.
2. Keep registration forms, and/or other documentation with this record. Documentation must be retained for seven years.
3. DO NOT submit this form to the Office of Teaching Initiatives. On-line reporting is available through the Office of Teaching Initiatives Web site, which will allow the school district to report electronically the number of clock hours completed by the certificate holder.
4. Upon completion of professional development activities for the year, the certificate holder should verify the number of clock hours actually reported by the district on his/her behalf.

Name of Certificate Holder:	
Certificate Title:	Employing School District:
Employment Period: July 1, 20 ____ through June 30, 20 ____ Employed by the public school district 90 days or more? Yes No (If No, do not use this form.)	

Activity	Provider	Date(s)	Personal/District Goal Addressed	Clock Hours

Activity	Provider	Date(s)	Personal/District Goal Addressed	Clock Hours

We have reviewed the activities and are in agreement with the types of activities and clock hours to be reported to the State Education Department.

_____ Date _____ _____ Date _____

Signature of Certificate Holder Signature of Building Principal

_____ Date _____

Signature of District Representative

Remember to have the building principal sign this form before submitting.

PLEASE SUBMIT THIS FORM TO THE HUMAN RESOURCE DEPARPMENT AND

KEEP A COPY FOR YOUR OWN RECORDS.