**Professional Development Attendance Log**

**Confirmation Form**

|  |  |
| --- | --- |
| **Name:** Click here to enter text. | **School Building:** Click here to enter text. |

***This form is to be completed by Certified Staff with 1-9 years of experience. Teachers with 10 years or more of experience in the “Missouri” Public School System AND a Master’s degree documented by the Missouri Department of Elementary and Secondary Education (DESE) AND added to Teaching Certificate, do not need to complete this form***

***Prepare this document in Word. Handwritten information is not acceptable.***

|  |  |
| --- | --- |
| **FALL TERM TOTAL HOURS** | Click here to enter text. |
| **SPRING TERM TOTAL HOURS** | Click here to enter text. |
| **SUMMER TERM TOTAL HOURS** | Click here to enter text. |
| **TOTAL PD HOURS** | Click here to enter text. |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Principal’s Name:** Click here to enter text.

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN TO:**

**Ebony Buckner, MIS DEPARTMENT**

[**ebuckner@rgsd.k12.mo.us**](mailto:ebuckner@rgsd.k12.mo.us) **and the Administrative Assistant to the Professional Development Office**

Missouri law requires individuals with Initial Professional Certificates (IPC) to complete 30-contact hours of professional development during the first four years of teaching. Individuals with Career Continuous Professional Certificates (CCPC) must complete 15-contact hours each year. Hours may include class time in appropriate college curriculum (one college credit = 15 contact hours) or district-approved professional improvement activities.

Visit [www.dese.mo.gov/divteachqual](http://www.dese.mo.gov/divteachqual) for additional information.

**Attach to your Kickup Attendance Log**

REV | Aug. 2022