

**Southwestern Union Conference
Office of Education**

**APPLICATION FOR PROFESSIONAL ACTIVITY CREDITS
CERTIFICATION RENEWAL CREDIT**

See NAD *K-12 Educators' Certification Manual*, pp. 31-32

NAME _____ DATE _____

CONFERENCE _____

Some educational professional activities may be used in fulfillment of a portion of the requirements for renewal of standard or professional certification on the basis of one semester hour of professional activity credit for each thirty-eight clock hours. See NAD *K-12 Educators' Certification Manual*, 2.2.3, 2.3.3, and 4.7.

Application for professional activity credit must be made through the Southwestern Union Conference Office of Education. Credit will only be given for activities completed within one year of the date on which the activity occurred.

	<u>Title of Activity</u>	<u>Activity Date</u> (month/day/year)	<u>Clock Hours</u>
<u>PROFESSIONAL MEETINGS</u>			
Teachers Convention (Division, Union or Conference)	_____	_/_/___/___	_____
In-service Meeting (Union or Conference)	_____	_/_/___/___	_____
Educational Conference, Seminar, Workshop (Must include documentation for credit)	_____	_/_/___/___	_____
Webinar (Requires one paragraph of description per one hour session)	_____	_/_/___/___	_____
<u>COMMITTEE PARTICIPATION</u>			
Curriculum Committee (Division, Union, Conference, or Academy)	_____	_/_/___/___	_____
Curriculum Workshops (Division, Union, or Conference)	_____	_/_/___/___	_____
Union Education Council	_____	_/_/___/___	_____
Union/Conference Board of Education	_____	_/_/___/___	_____
School Evaluation Team (As a member of a Visiting Committee outside one's school or field)	_____	_/_/___/___	_____
<u>INDIVIDUAL PROJECT</u> (Advance Union Approval Required)			
Professional Growth Books--(Must include list of books read)	_____	_/_/___/___	_____
Educational Travel (Must be approved prior to trip)	_____	_/_/___/___	_____
Pre-approved topic specific independent study	_____	_/_/___/___	_____
Pilot Programs	_____	_/_/___/___	_____
Observation with analysis and reporting	_____	_/_/___/___	_____
Mentoring or student teacher supervision (Must include Name of teacher & dates of service)	_____	_/_/___/___	_____
Professional presentations/authoring/editing published works	_____	_/_/___/___	_____
Other	_____	_/_/___/___	_____
	TOTAL		_____

PROFESSIONAL ACTIVITY CERTIFICATION POLICIES

Thirty-eight clock hours equals one semester hour of Professional Activity Credit.

PROFESSIONAL MEETINGS

Only actual hours spent on professional education at NAD/union/conference teachers conventions and in-service meetings will be granted.

Requests for credit for other professional meetings should be submitted with a formal certificate of completion. Must include number of clock hours actually spent in meetings.

Professional activities sponsored by other than education institutions or systems must be approved in writing by the Union Education Director prior to taking the course.

COMMITTEE PARTICIPATION

Credit is given for NAD, union, conference, or academy curriculum committees as long as these are formal meetings where minutes are kept. Credit is also given for NAD, union, and conference workshops.

INDIVIDUAL PROJECTS

Qualifying for the NAD *Professional Growth Certificate* for one year equals twenty-five clock hours of Professional Growth Credit. (See NAD Professional Growth Book List at <http://www.nadeducation.org/dynamic.html?wspID=520> Must list all books read.

Educational travel or tours **must be approved by the Union Education Director *prior to the travel or tour***. A project will be required subsequent to the travel or tour, with credit being awarded based on the culminating project.

Credit for individual projects will be determined by degree of involvement beyond regular professional responsibilities.