

HARRISON COUNTY PROFESSIONAL STAFF DEVELOPMENT

FORM TO REQUEST MISCELLANEOUS CONTINUING EDUCATION HOURS

Name: _____ Email: _____

Work Location: _____ Date: _____

Check and complete the appropriate section. Attach all required documents in order for form to be complete.

- (1) _____ I attended a CE Session approved by the CE Council and posted on citynet website, but did not register on-line. I did sign the attendance sheet at the CE session.

Title of CE session: _____
Date of CE session: _____ CE Hours earned: _____

- (2) _____ I attended a CE Session not approved by the CE Council, the session was not posted on the website.

Title of CE session: _____
Date of session: _____ Location: _____
Time of session: _____ CE Hours earned: _____

I have attached a brief summary. _____ Yes _____ No (Summary required)

- (3) _____ I attended a conference or training.

I have attached a brief summary and attendance verification. _____ Yes _____ No
(Summary and attendance verification required)

- (4) _____ I have attended college classes in the amount of _____ hours.
I have attached a copy of my grade report. _____ Yes _____ No (Grades required)

- (5) _____ Department/Team/Committee meeting. Number of hours attended: _____
School: _____ Meeting Type: _____
Date(s) of meetings: _____ Time(s): _____

- (6) _____ I have watched a professional development video. Number of hours: _____
I have attached a brief summary. _____ Yes _____ No (Summary required)
(Limited to 3 hours of video per year)

Submit form and all required documents to:
Professional Staff Development Council @ the County Office