LPDC TEACHER ACTIVITY FORM		NAME:					
Use this form to keep track of your LPDC activity. Fill in your activity's information in the teal boxes, then SAVE.							
(You ONLY fill in one of the first 3 columns)							
DATE	NAME OF ACTIVITY	CONTACT HOURS	CEU CREDIT	SEM HR CREDIT	WHICH IPDP GOAL DOES THIS ALIGN WITH? (Provide goal #)	CEU RUNNING TOTAL	SEM HR RUNNING TOTAL
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Continuing Education Unit (CEU) Options &

OPTION	CEU VALUE	MAXIMUM CEU	CRITERIA	VERIFICATION
National Board for Professional Teaching Standards Certification Program **Form**: AAPAP	6 to 18	6 CEUs for candidates completing the process but not getting the NBPTS Certificate 18 CEUs for NBPTS Certificate	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by expiration date of license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
Publication of original work: book, journal article, software, research, curriculum unit **Form**: AAPAP	Varies-- depending on the product	6 + (depends on project and documentation of time spent on it.)	Production of a tangible product that enhances teaching and learning.	Documentation must include a copy of book, article, software, package, report, reflection on learning
Grant Writing **Form:** AAPAP	1 clock hour = 0.1 CEU	6 + (depends on project and documentation of time spent on it.)	Copy of Grant Proposal	Documentation must include a copy of grant proposal, documentation of clock hours for planning and preparation, reflection on learning.
College/ University • course for credit • seminar for credit	1 sem hour = 3 CEU 3 qtr hours/2 sem hours = 6 CEU 2 qtr hours = 4 CEU	Unlimited	Coursework must be in educ. or content area directly related to the one's teaching assignment.	Official transcript or original grade report

OPTION	CEU VALUE	MAXIMUM CEU	CRITERIA	VERIFICATION
No form Required	1 qtr hour = 2 CEU		assignment.	
Professional Development **Presenter:** may turn in up to twice the number of hours for presenting. For presentations on same topic/number--hours presented. May be seminar, adult voc. or tech course, prof. pres./wkshp. **Form**: AAPAP	1 clock hours = per time on class/or presenting	6	May be used two times teaching the same course each license cycle	Documentation must include the course announcement and course syllabus
Prof. Staff meeting **Form**: Provider provides verification of attendance at meeting.	Dependent on time in meeting	4	Meeting is primarily prof development activity.	Provider submits Agenda, Sign-In Sheet or Certificate. Agenda should be signed by chairperson of committee

OPTION	CEU VALUE	MAXIMUM CEU	CRITERIA	VERIFICATION
Curriculum Development: Product **Form:** AAPAP	Variable depending on the product	6	Production of a tangible product that enhances teaching & learning.	Documentation must include actual materials, description of activities, units, plans, etc.
Curriculum Development or other education/instruction-related Committee Work	1 clock hour = 0.1 CEU	4	Must be serving on formal committee organized by ed agency / org.	Committee chair documents active participation

			ed.agency / org.	participation.
Form: Provider submits CEUAF				
Professional Reading or Study Group or Online Modules as provided by ODE, Battelle for Kids, or other credible educational sources. **Form**: AAPAP Not needed for online modules from BFK, ODE, or other credible educ. source.	1 clock hour = 0.1 CEU	3 + or more depending on project	Subject area must be related to individual's area of specialization.	Reflective journal, action plan, report, video, curr. development, or certificates printed from the online module trainings.
Professional Conference **Form**: AAPAP	1 clock hour	6 + (or depends on hours of conference)	May include only time spent in those portions of the conference program that contribute to participant's knowledge, competence, performance or effectiveness.	Conference program/agenda and a report or plan, which addresses your IPDP goals
Professional Workshop **Form**: AAPAP	1 clock hour = 0.1 CEU	Unlimited	Same as conference	Copy of registration agenda, course abstract, reflection report -addresses your IPDP goals.

OPTION	CEU VALUE	MAXIMUM CEU	CRITERIA	VERIFICATION
Praxis	1 completed			

Assessment or ODE-required teacher tests	ROE = .5 CEU	6 Maximum	Official Assignment	Letter of Assignment
LPDC CEUAF	1 clock hour = 0.1 CEU	6	Must be elected to LPDC	Certificate from chairperson
Cooperating teacher for student teachers Form: AAPAP	1 CEU/quarter 1.5 CEU/semester	May earn up to 80 contact hours during one five-year license/IPDP cycle.	Official Assignment	Must submit verification form from the university/college and signed by Director of GCESC program. Must also submit a narrative summary of the experience and how it enhance educator's instruction.
Action research or educational project **Form**: AAPAP	1 clock hour = 0.1 CEU	6 or more depending on project	Project must have prior or final approval by LPDC	Copy of final product or report of the project, reflection on learning.
Professional Committee **Form:** AAPAP	1 clock hour = 0.1 CEU	3	Must serve on formal committee organized by educ. agency or organization.	Documentation of hours served verified by the president or chair of committee.
Mentoring Provider submit **CEUAF**	Up to 6 CEU = full year 1 clock hour = 0.1 CEU	9-Both participants are eligible	Formal district/school mentoring/RES. ED.program.	Must include a statement of authorization from a supervisor ongoing reflective journal **and** contact hours document. (**BOTH REQUIRED)**

Peer coaching	1 clock hour = 0.1 CEU	4 -Both participants are eligible	Each session must include pre-observation discussion, observation & follow-up discussion.	Reflective journal of observation and action plan. Contact hours documented.
Form: AAPAP				