

Pre- Approval Application for Out of District Continuing Education Unit Credit

Date of Application \_\_\_\_\_ Date Received at the Professional Development Office \_\_\_\_\_

Name \_\_\_\_\_ School Email \_\_\_\_\_

Program/Workshop \_\_\_\_\_ Location \_\_\_\_\_

Program Sponsor \_\_\_\_\_

Attach Program Description:

Dates \_\_\_\_\_ Hours per Session \_\_\_\_\_ No. of Sessions \_\_\_\_\_

Professional Relevance \_\_\_\_\_

After completion of workshop send : Official validation of attendance, workshop agenda with dates and exact times of the workshop, and the Professional Development Documentation form (#282) to the CEU committee, c/o Mrs. D. McKenna, 1144 Hooper Ave. Whenever possible, the CEU committee must receive applications 90 days before the date of the workshop to have time for review and render a decision.

Signature \_\_\_\_\_

\_\_\_\_\_ approved

\_\_\_\_\_ denied