

## **Request for Professional Development Credit for Conference, Workshop, or Institute**

You may request professional development credit for attending a conference, workshop or institute that supports the Aurora Achievement Initiative and is sponsored by a group or organization outside of APS.

The Office of Professional Development strongly supports attendance at professional development opportunities that result in changes in your understandings and practice. Before you attend, please email Amelia Rowland as notification that you intend to apply for credit. Include the title, dates, and times of the event you will attend.

### **Relicensure Credit**

If you attend during your duty day, you may submit documentation directly to CDE for relicensure. The document should include contact hours and a signature.

### **Relicensure/Salary Advancement Credit**

With regards to CDE licensure renewal, licensing renewal credit must now be related to:

- a. Your endorsement area
- b. A potential added endorsement area
- c. Literacy
- d. Numeracy
- e. Increasing your skills and competence in the delivery of instruction in your existing or potential endorsement areas. This form of renewal credit may include methodology classes.

To apply for professional development credit after you attend the conference, please send the request to Amelia Rowland, Professional Development - Highline A, (303) 340-0859 x28362. Include the original certificate of attendance from the event. After approval, you will receive the appropriate APS transcript. Semester hours can be calculated as follows: every 7.5 clock hours equal 0.5 semester hours.

## Request for Professional Development Credit for Conference, Workshop, or Institute

Your name:
Today's date:
Your location:
Teaching assignment/Position:
Conference attended:
Dates:

**LICENSE:**

ELEMENTARY \_\_\_\_\_ ADDITIONAL ENDORSEMENT: \_\_\_\_\_

SECONDARY \_\_\_\_\_ CONTENT AREA: \_\_\_\_\_ ADDITIONAL ENDORSEMENT: \_\_\_\_\_

**Please list the sessions you attended:**

Date/Times (Ex: 10:15-11:45)	Session Title

Which session had the greatest impact on you and why?

Describe the new understandings you have because you attended this conference.

What changes in practice do you expect to attempt in your classroom or with adult learners?

*If available, please attach a copy of the agenda.*