

Clay County Public Schools
Professional Development Record-Keeping Form
2012-2013

Name _____ Title _____ School _____

Grade Level/Content Area _____

** Please keep this record of all professional development sessions along with copies of certificates in your lesson plan book.

** Turn in a **copy of this form and original certificates to your principal or his/her designee by December 1, 2012** for a mid-year check.

Session Title	Date	Credit Hours	Presenter/Trainer	Location
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
Total # of Hours By regulation, you must have at least 24 hrs. each year.				