



West Genesee Central School District Continuing Professional Development Individual Recordkeeping Form

Directions: This form is provided for use by individuals holding either a Professional certificate or a Teaching Assistant Level III certificate. This purpose is to assist you in maintaining a record of professional development activities you complete in accordance with certification requirements.

1. Document activities in the table below. Self-reporting is required only for those years in which you are not employed by a public school district 90 days or more.
2. Keep registration forms, and/or other documentation with this record. Documentation must be retained for seven (7) years.
3. Return this completed form with documentation (course syllabus, meeting agendas, Workshop handouts, "Go Sign Me Up" confirmations, planning periods, etc.) to the Personnel Office, keeping a copy for your records. Please note that all back-up must be signed by your head teacher or your building principal prior to submittal.

Name:						
Certificate Title:						
Five-Year Professional Development Period:						
July 1, 20__ through June 30, 20__		Employed by a public school district 90+days?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
July 1, 20__ through June 30, 20__		Employed by a public school district 90+days?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
July 1, 20__ through June 30, 20__		Employed by a public school district 90+days?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
July 1, 20__ through June 30, 20__		Employed by a public school district 90+days?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(if you answered No for any year, do not use this form for activities completed that year. You will report on your own behalf)						
Title of Program	Program Sponsor	Sponsor Category	Date(s)	Location	Content/Pedagogy Area	Clock Hours

Sponsor Categories: 1=Public School District, 2=Nonpublic School, 3=BOCES, 4=Teaching Center, 5=College/University