

**Hardin County Schools Consortium
Local Professional Development Committee**

Pre-Approval Form for Group 4 Activities

Submit this form to request permission to use the Group 4 activities listed below. Prior approval from the LPDC is strongly recommended to ensure the CEUs will be granted. Complete a separate form for each activity requested.

Name _____ Position _____

District _____ Date _____

Please check the Group 4 Activity for which you are requesting permission to use CEUs:

- Publication of Original Work
- Peer Observation
- Cooperating Teacher for a Student Teacher
- Cooperating Teacher for a Practicum Teacher
- Teaching a College Course
- Professional Presentation
- Self-Directed Educational Development
- Externship
- Teaching an Adult Vocational Course, Technical Course, ABLE, or Summer School (Pre-K to 12)

Write a description of this activity, attaching additional pages, if necessary.

How does this activity relate to your individual, building or district goals?

How many hours do you anticipate spending on this activity?

Number of CEUs requested

Expected date of completion

The LPDC must receive this form by one of the following dates to provide opportunity for approval by the committee at its regularly scheduled meeting: January 1, April 1, June 1, October 1

LPDC Signature granting approval _____ Date _____

Completed **Group 4 Activity Documentation Voucher** required for final approval.
(see back of the form)

**Hardin County Schools Consortium
Local Professional Development Committee**

Group 4 Activity Documentation Form

(To be completed after completion of the preapproved activity)

Name
Number of CEUs

District

From your IPDP, copy the applicable goal.

Write a brief description of the activity and how it helped you to grow professionally, include dates when the activity was performed.

The signatures below verify that this report describes the activities performed in partial fulfillment of my IPDP.

(Signature of Teacher) _____ *(Date)* _____

Attach any publications, copies of certificates, agendas, etc. that could be used for verification or include a signature of verification.

(Verification Signature) _____ *(Position)* _____ *(Date)* _____