



Southwest Allen County Schools
4824 Homestead Road
Fort Wayne, IN 46814

Participant's Official Certificate of Professional Development Activity

Participant's Name: _____

Date of Birth: _____

Last 4 Digits of Social Security Number: _____

Activity Title: _____

Area of Professional Development: _____

Date(s) of Activity: _____

Session Began at: _____ Session Ended at: _____

Sponsor of Activity: _____

Total No. of Professional Development Contact Hours: _____

Participant's Signature

Date

Administrator's Signature

Date

Participant: (Form to be used when obtaining and using PGP points for license renewal)

- Retain a copy of this administrator signed Certificate of Professional Development Activity for your files.
- Obtain the signature of your building administrator **within 1 week of the activity**.
- Attach this activity certificate to the Professional Growth Plan Experience Log which will assist you in tracking your earned PGP points.
- When you are ready to renew your license or desire to register attained PGP points with the state, provide the person responsible for local verification (administrator) with your certificate of Professional Development Activity forms, Professional Experience Log documenting the items on the activity forms, and your completed Educator's Background Information form. Information may be submitted to the state prior to your actual renewal date and will be retained online until you apply for your license.
- Administrator (principal or local verifier) will sign the Educator's Background Information form and return it to you.
- **You will submit completed Educator's Background Information form online, complete online application information and pay the \$35 licensing fee. After review by the state, your administrator will approve your submitted materials online and your license will be emailed to you.**

HR/2011