**Hamilton County School District**

**Record of Out-of-District Professional Development**

Submit this form for each inservice activity; do not combine activities on one form.

Employee must submit this page and HCS 7113B (Implementation Form for Professional Development) to the professional development coordinator if in-service points are to be used for certificate renewal. Submission must include relevant documentation (meeting agenda, completion certificate, etc.)

Name of Employee:

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Activity: |  | | |
| Location: |  | Date(s): |  |
| Beginning Time: |  | Ending Time: |  |

List key concept(s) learned in this professional development activity (or attach explanation of key concepts learned, with facilitator’s signature):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

Learning Method Code (A-K; see below) that describes the primary means (50% or more) of instructional delivery of the professional development component knowledge:

|  |  |
| --- | --- |
| A. | Knowledge Acquisition (workshop, training event, or process limited to knowledge transmission/  Training focused on understanding the component’s content) |
| B. | Electronic, Interactive (includes facilitation support in development/application on the job) |
| C. | Electronic, Non-Interactive (knowledge transmission/training but no job embedded implementation supports) |
| D. | Learning Community/Lesson Study Group (where job embedded collegial support processes are core learning delivery method development) |
| F. | Independent Inquiry (includes development, for example, Action Research; creating professional learning or teaching resources with intended application outcomes specified) |
| G. | Structured Coaching/Mentoring (may included one-on-one or small group instruction by a coach/mentor with a teacher or school administrator with specific learning objectives) |
| H. | Implementation of “High Effect” Practice(s) (monitored with structured feedback from peer, coach, or supervisor |
| I. | Job Embedded (workshop, training event or process focused on modeling and supporting new/improved practices being successfully demonstrated on the job) |
| J. | Deliberate Practice (learning processes embedded in deliberate practice growth targets or individual professional development plans [IPDP], Leadership Development Plans [ILDP], or School Improvement Plans) |
| K. | Problem Solving Process (implementation of Florida’s 8-step Problem-Solving Process or other well defined problem-solving process focused on specific school improvement objectives) |

Employee’s Signature Supervisor’s Signature

HCS 7113A (Revised 10/15)