



PROFESSIONAL CONFERENCE/CONVENTION

Participant Request for Inservice Points

This form is to be used when attending a conference/convention for inservice points towards recertification, incentive awards, or to enhance one's professional expertise. It does not take the place of a TDA, Travel Voucher, or Initiation form. Broward County Public Schools and departments may not use this form in substitution of the initiation forms 2001 SDI-1(6/99), 2001 SDI-2(6/99), and 2001 SDI-3(6/99).

- Step 1: Complete and obtain administrative approval THREE WEEKS prior to conference/convention and RETAIN AT WORKSITE.
- Step 2: Upon conclusion of conference/convention and follow-up work, complete and forward to HRD/Nova Center with copies of required documentation as listed on the bottom of Form 2001N CC-2 (6/99).

NOTE: A maximum of sixty (60) inservice points will be awarded for Professional Conference/Convention participation for each five-year validity period.

REQUESTING PERSON _____ SOCIAL SECURITY # _____
 POSITION ASSIGNMENT _____ WORK LOCATION _____
 MASTER PLAN COMPONENT TITLE _____
 NAME OF CONFERENCE/CONVENTION _____
 NAME OF ASSOCIATION SPONSORING CONFERENCE/CONVENTION _____
 CONVENTION/CONFERENCE SITE _____
 DATE(S): Beginning Date _____ Ending Date _____

Subject Area Specialization <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SPECIAL [] or GENERIC []	Component Number _____
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NEEDS ASSESSMENT: Describe your need to attend this activity and how it was determined.

EXPECTED LEARNER OUTCOMES: Upon successful completion of this activity, what will you know and be able to do differently? How will this activity affect student performance outcomes? (Give at least three outcomes)

Requesting Person: _____ Signature _____ Date: _____

By approving this activity, the principal/administrator deems that it is a valid staff development activity aligned with school improvement goals and critical content.

Principal/
 District Department Administrator: _____ Signature _____ Date: _____

AT CONCLUSION OF ACTIVITY: Upon your return, list all sessions/events/activities attended on Form 2001 CC-2(6/99). This verification must be signed by your principal or department administrator and submitted with copies (not originals) of required documentation to Human Resource Development Department/Nova Center for approval, processing, and computer entry.



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Record of Participation

This form must be submitted no later than June 15 in the year the conference/convention was attended.

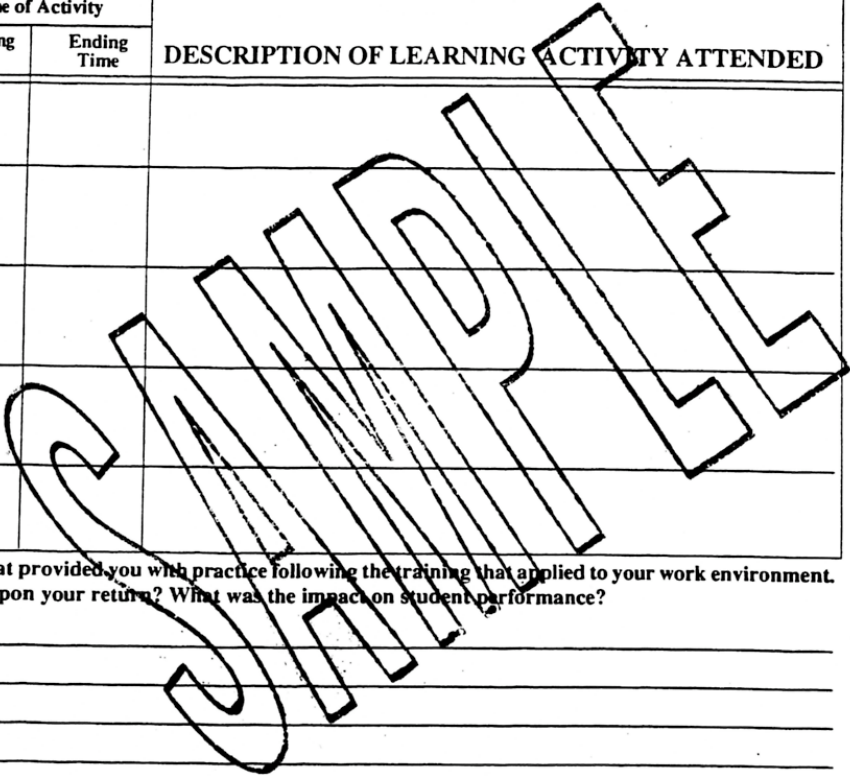
REQUESTING PERSON _____ SOCIAL SECURITY # _____

DATE(S) Beginning Date _____ Ending Date _____

In order to receive inservice points, complete this form upon conclusion of conference/convention and forward to HRD/Nova Center with Form 2001 CC-1 (6/99) and copies of required documentation as listed at the bottom of this form. Inservice points cannot be awarded for the following activities: business, committee, or advisory meetings; registration, breakfast, lunch, dinner or banquet without a speaker; and activities involving students. A maximum of one inservice point may be approved for Exhibit Hall visitation.

Complete all requested information below. (Use additional sheets of paper if necessary)

For HRD Use Only	Date of Activity Attended	Time of Activity		DESCRIPTION OF LEARNING ACTIVITY ATTENDED
		Beginning Time	Ending Time	



Describe opportunities/activities that provided you with practice following the training that applied to your work environment. How did you apply your learning upon your return? What was the impact on student performance?

To be completed by HRD only.

TOTAL POINTS APPROVED:

of Approval: _____

Computer Entry by: _____

Signature of Applicant: _____

Date: _____

I verify that the participant applied their learning in their work environment.

Signature of Principal/District Department Administrator

Date: _____

Return this form to HRD/Nova Center with the following items: Copies (not originals) of TDA, Travel Voucher (properly signed) registration receipt, trip report, program agenda, and supporting documentation for each activity attended.
2001N CC-2(6/99) 5.9 - Forms and Procedures