

DIXIE COUNTY SCHOOLS

In-service Implementation Form

(A support activity is required if points are to be used for certificate renewal.)

NAME: _____

SCHOOL/WORK SITE: _____

INSTRUCTOR/WORKSHOP FACILITATOR: _____

NAME OF WORKSHOP ATTENDED: _____

DATES OF WORKSHOP: _____

(ALL information above must be completed for staff development points to be awarded).

Did you receive a Certificate of Completion (circle one): YES NO

SUPPORT ACTIVITIES

The following Support Activities were completed as an extension to the workshop:
Indicate **number of activity hours** below only for those, which are applicable.

_____ Additional Reading (summary required)

_____ Create Lesson Plan

_____ Model or Demonstrate to Faculty

_____ Learning Community

_____ Action Research

_____ Observe Other Teachers

_____ Web Based

_____ Other

COMPLETION VERIFICATION

Number of Hours (Points) Spent in Support Activity

(may not exceed # of the workshop's direct instructional hours)

_____ In-service Participation Points

_____ Support Activity Points

_____ Total Points

Your Signature

Date

**Submit completed form to Nicole Chesser at Instructional Services
(with written documentation attached) within 30 working days of completion
of workshop in order to receive staff development points.**

Submit your follow-up within 30 WORKING DAYS of the training / workshop. Follow-up submitted after 30 working days will not be accepted.

Name: Your Name

School / Work Site: Your job location assignment (AES, DCHS, OTEs, RRMS, etc.)

Instructor / Workshop Facilitator: Who was the instructor for the workshop / training?

Name of Workshop: What was the name of the workshop?

Dates of the Workshop: List all dates of the workshop

Did you receive a certificate of completion for this workshop / training?

- **Yes:** Attach a copy of the certificate to this follow-up form along with an agenda if the numbers of hours / credits are not listed on the certificate. Follow-up is embedded into the workshop / training when certificates of completion are issued. Therefore, a certificate of completion is worth only what is listed on the certificate and additional follow-up cannot be done to receive additional points.
- **No:** Complete this form and attach appropriate documentation as listed below.

Support Activities:

Write the number of hours spent on the activity in the area provided

- Additional Reading (summary required): Attach a summary of what you read, approved and signed by your principal, listing all materials read, documenting number of hours spent on the additional reading in the summary.
- Model or Demonstrate to Faculty: Have your principal approve your demonstration. Attach a summary, including the date(s) and time(s), of your demonstration signed by the principal.
- Action Research: Summary of project with date(s) and time(s) included approved and signed by principal.
- Web Based: Summary of web based project including date(s) and number of hours spent on project signed by principal.
- Create Lesson Plan: Highlight on the lesson plan the support activity that demonstrates you used what you learned from the workshop / training. Beside each highlighted activity write the number of hours spent on this activity. The time spent on support activities must match what is listed under "Completion Verification – Support Activities".
- Learning Community: Summary to include name of participants, dates and number of hours spent on the project signed by principal.
- Observe Other Teachers: Summary of your observation with date(s) and number of hours spent observing signed by principal.
- Other: Activity approved by principal. Summary of activity including date(s) and number of hours spent on the activity signed by principal.

Completion Verification:

- In-service Participation Points: This is the number of hours spent at the training / workshop (do not include lunch or breaks). An agenda must be attached documenting the date(s) and hours.
- Support Activity: This is the number of hours spent on support activities as listed above.
- Total Points: Add the in-service and support activities points together.

Sign the Form

Date: Date this form is completed and mailed to Certification Specialist.