

Van Buren Schools Local Professional Development Committee  
Completion Form

Form 3

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Building/Assignment: \_\_\_\_\_ Email: \_\_\_\_\_

**Course Work - Please attach a copy of transcript(s) .**

University/College \_\_\_\_\_ # Sem Hrs \_\_\_\_\_ # Qtr Hrs \_\_\_\_\_  
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University/College \_\_\_\_\_ # Sem Hrs \_\_\_\_\_ # Qtr Hrs \_\_\_\_\_

Explain how this coursework relates to your IPDP.

In order to receive credit:

- You must earn a C or better, Satisfactory, or Pass.
- Coursework must relate to your IPDP and teaching assignment.
- Coursework must be graduate work from an accredited University.

**Contact Hours/CEUs -Attach certificate(s)**

A copy of your certificate(s) must be submitted to LPDC with this form.

\_\_\_\_\_ CEUs

Explain how this workshop/seminar relates to your IPDP.

**Professional Activities--Please attach a brief explanation for each activity.  
(Equivalent Activity Points may be awarded)**

A copy of your tangible product and the Professional Activity Log must be submitted to the LPDC with this form.

\_\_\_\_\_ CEUs

Explain how this activity relates to your IPDP.

Completion Approved:

\_\_\_\_\_  
*Signature of LPDC* Date \_\_\_\_\_

Send copy of transcripts, copy of Contact Hours/CEU certificate(s), and/or Professional Activity Log and tangible product(s) with this form to:  
**LPDC Committee**