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| Name: | District: |
| Hours Completed via Campus Based PD: | Campus: |

Texas State Certification laws require you to obtain 300 hours of professional learning credit during your internship year. The majority of these hours are provided as a part of the *Teaching Excellence* Program. *However, you are responsible for submitting documentation for campus-based professional development hours to meet the 300 hour credit requirement.*

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| **TE Professional Learning Requirements** | **Total Hours To Be Credited** | **Deliverable due?** |
| *Induction* | *117* | *Teaching Excellence* has recorded these hours based on your attendance and/or submitted deliverables/assignments. |
| *Pre-Induction Work* | *10* |
| *Field Based Experiences* | *30* |
| *Professional Learning Saturdays* | *52* |
| *Professional Learning Modules* | *35 (including PPR diagnostic)* |
| *One-on-One Instructional Coaching* | *13 (Initial Management Walkthrough + Rounds Observations)* |
| *Professional Learning/Development received at the campus or district level* | *50* | **To receive credit for these hours, please complete the rest of this document.** |
| **TOTAL** | **~300 hours** |  |

*PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY*

*Use this Documentation Tool to document 50 hours of professional development that you received outside of Teaching Excellence.* ***Please refer to the table below to determine what is to be included.***

|  |  |
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| **DO NOT INCLUDE ON FORM:** | **MAY BE INCLUDED ON FORM:** |
| * TE PLS Sessions\* * Any PD received **before the first instructional day of the year**   \*These days have already been calculated and credited to you by *Teaching Excellence*. | * District Wide professional development and Staff development days on or off campus during the school year (including any early release day PD). \*A signature from the facilitator of the session will be required. * Campus based content or grade level team planning sessions. \*The signature of a campus Admin is required to confirm all of the campus-based PD listed on this tracker. * Outside PD sessions not yet reported to Teaching Excellence (including conferences, seminars, etc.). \*A certificate of completion will be required. |

Email [teaching.excellence@yesprep.org](mailto:teaching.excellence@yesprep.org)with questions. Your completed tracker is due by email to [teaching.excellence@yesprep.org](mailto:teaching.excellence@yesprep.org) on **May 2nd, 2018.**

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| **NAME:** | | **CAMPUS:** | | | **SCHOOL YEAR:** | |
| **Title of Professional Development/Session & Location:** | **Start Time:** | **End Time:** | **Date:** | **Total Hours:** | | **Signature and Printed Name of Facilitator or Teacher certifying attendance and alignment to the criteria described in the Texas Education Code (TEC), §21.451**  (include job title if campus-based) |
| *Example:*  *Campus PD on Unit Planning* | *3:00 p.m.* | *4:30 p.m.* | *8/30/16* | *1.5* | | *Mary Smith, Assistant Principal* |
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| **TOTAL Professional Learning HOURS**  **(Include at least 50 hours)** |  | | | | | **Teacher Signature:**  **(can be typed)** |