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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 fifty campus-based professional development hours* ***aligned to the TEA Educator Standards*** *(see below) to meet the 300 hour credit requirement.*

*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 your date of Formal Admission** * Grade level meetings   \*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).   \*Alignment to the TEA Educator Standards and a signature from the facilitator of the session is required.   * Campus based content planning sessions. \*Alignment to the TEA Educator Standards and the signature of a campus Admin is required to confirm all of the campus-based PD listed on this tracker. * Other Professional Development Criteria: Professional Development that: 1) Aligns to the certification area sought (e.g. diversity sessions, ELL Training, Data-driven Instruction, Classroom Management, Reading, Bullying, etc.), 2) Is provided by an approved CPE Provider in the State of Texas, and 3) Is aligned to the TEA Educator Standards   \*Alignment to the TEA Educator Standards along with the signature of a campus administrator and/or facilitator of the PD is required to confirm all of the PD listed on this tracker. |

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| **MUST BE INCLUDED ON FORM:** |
| * Include the corresponding TEA Educator Standard that matches the training. Educator Standards can be accessed [here.](https://www.teachingexcellence.org/texaseducatorstandards) * Signature by either the facilitator or campus admin (see above for clarification). |

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, 2019.**

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| **NAME:** | | **CAMPUS:** | | |  | | **SCHOOL YEAR:** | |
| **Title of Professional Development/Session & Location:** | **Start Time:** | **End Time:** | **Date:** | **Total Hours:** | | [Corresponding Educator Standard](https://www.teachingexcellence.org/texaseducatorstandards)  *Open link above to view.* | | **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* | | Standard 1 A i,ii,iii | | *Mary Smith, Assistant Principal* |
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| **TOTAL Professional Learning HOURS**  **(Include at least 50 hours)** |  | | | | |  | | **Teacher Signature:**  **(can be typed)** |