

Worth County Schools

Professional Learning Prior Approval Form

According to state guidelines, participants in all Professional Learning courses taken with agencies other than WCSS must have a completed Prior Approval Form: 1. Complete a Prior Approval Form (make sure principal/supervisor signs it) and return it to the Curriculum Department at WCBE; 2. Form will be signed and returned to you if approved; 3. At the completion of the course, the training agency will certify completion; 4. Return Prior Approval with attendance documentation or PLU Completion Form to the Curriculum Department. There must be 10 hours of training to earn one PLU. One day training will carry no PLU credit. Make as many copies of the attendance form as needed. **Employee is responsible for submitting documentation from training agency upon completion of course.**

Note: Do not complete this form if attending staff development through RESA. A RESA Pre-Registration/Prior Approval form should be completed prior to the beginning of the course.

Name of Participant: _____ School/Worksite: _____
Position: _____ Grade: _____ Subject: _____
Certificate Type/Level: _____ Certificate/License Expiration Date: _____

Professional Learning Program

Course Title: _____ Course Number: _____
Beginning Date: _____ End Date: _____ Contact Hours: _____ PLU Credit: _____
Instructor: _____ Training agency: _____
Location of course: _____

Course Description:

Basis of Program participation (Check One)

- | | |
|---|--|
| <input type="checkbox"/> Field of Certification | <input type="checkbox"/> School/System/Individual Improvement Plan |
| <input type="checkbox"/> Annual Personnel Evaluation <small>(as required by a Professional Development Plan)</small> | <input type="checkbox"/> State/Federal Requirements |

I certify that this professional learning program is related to the assessed needs of this staff member as noted above.

Principal/Supervisor's Signature _____ Date

The individual named above is authorized to participate in the identified professional learning activity for Professional Learning Units (PLUs).

Professional Learning Coordinator _____ Date