

175 Professional Development Tracking Form for 2014/15

Directions: This form is provided for use by individuals holding a Professional Certificate. It should be used to track your progress in completing the 175 hours of professional development in accordance with NYS certification requirements.

1. Record your completed Professional Development activities in the table below.
2. Upon completion of your activities, submit this tracking form and back-up to your principal for approval (principal must sign below).
3. After receiving principal's approval, e-mail the tracking form only to 175PDHOURS@SCHOOLS.NYC.GOV (If you are unable to e-mail the form you may fax **a copy of the completed and signed tracking form only** to 718-935-2720.)
4. **Tracking forms will be accepted only if you are in the 5th and final year of your current PD cycle.**

Print Name:		File #	
Certificate Title:		District/Borough/School:	
Subject area: Example, Social Studies 7-12, Literacy etc.		Individual's school, borough and district where the school is located.	
Activity	Provider	Date(s) of Activity (Start to Finish)	Number of Hours Obtained for Activity
Full name or title of PD activity.	Who provided the activity, e.g., NYC DOE school, outside vendor, college?	If it was completed in one day use same date for start and finish.	Hours are one for one if there is a 3 hour activity at your school it equals 3 PD hours. Note: A college course is 15 PD hours per credit, 3 credits equals 45 PD hours.
*****	*****	Total Number of Hours	Add up all PD hours on the page and enter total hours here.
*****	*****		

I have reviewed the completed professional development activities and I am in agreement with/ and approve the activities listed above.

<div style="border: 1px solid black; padding: 5px; display: inline-block;">Individual signs here.</div> _____ Date: _____ Signature of Certificate Holder	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Principal signs here.</div> _____ Date: _____ Signature of Principal
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YOU KEEP THE ORIGINAL TRACKING FORM FOR YOUR RECORDS & GIVE A COPY TO YOUR SCHOOL
THE FAXED FORM WILL BE SHREDDED AFTER YOUR PD HOURS ARE POSTED TO YOUR TEACH ACCOUNT