PROFESSIONAL ACTIVITY CREDITS / NON ACADEMIC ACTIVITIES

2011-2012 School Year

(revised December 2010)

Teacher's Name: _____

School: _____ **Conference:** _____

Date of Activity YY/MM/DD	Description of Activity	Actual Clock Hours

EDUCATIONAL ACTIVITIES THAT QUALIFY FOR CREDIT:

1. Viewing of educational audio/visual programs (list titles; maximum 38 hours)
2. Creative endeavours (cultural growth, developing computer programs or Web sites; maximum 38 hours)
3. Committee membership (developing policy, curriculum; K-12 Board, Education Council; n/a to EC exec members)
4. CPR/first aid training
5. Serving on an evaluation team (please supply school evaluated and actual clock hours)
6. Independent Study (topic specific; must have **PRIOR** approval from superintendent)
7. Leadership role/responsibility (specific role and actual clock hours; must have **PRIOR** approval from superintendent; maximum 38 hours)
8. Mentoring/student teacher supervision (report actual clock hours with a **maximum of 76 hours per student teacher** and a **limit of 2 student teachers reported within the 5-year certification cycle**).
9. Supervision of a co-op/work experience student (maximum 38 hours/semester or placement)
10. Professional Observation with Analysis (submit details and actual clock hours; must have **PRIOR** approval from superintendent)
11. Educational Presentations (submit details and actual clock hours; maximum 38 hours)
12. Professional Exchange Program (submit details and actual clock hours; maximum 38 hours)
13. Published works (CAT~net articles/CIRCLE submissions-5 clock hours per article, preparation of an original history or major updating of an existing history of the local school-up to 200 hrs)
14. Professional Growth Reading (40 pg/hr up to a maximum of 38 hours)
15. Educational Travel/Tours/Mission trips (must be arranged with superintendent **PRIOR** to departure; submit actual clock hours; maximum 38 hours/trip)
16. Local Conference/Union/NAD Conventions (submit exact dates, location, actual clock hrs)
17. Educational Conferences/Seminars/Workshops (submit description, dates, actual clock hrs)
18. Field testing NAD or provincial materials (38 hours)
19. Developing new courses outside of primary job description (actual clock hours; maximum 38 hours)
20. Continuing Education offered through *Journal of Adventist Education* articles (12.5 hrs/article) (see list at http://www.ssd.org/Education/jae/web/continuinged.htm)

NOTES:

1. *Workshops/Seminars designed for Pastoral Ministry are not necessarily applicable to the Teaching Ministry.*
2. *Dates of activities must be complete (Year, Month, and Day)*
3. *Credits will be documented only when verified by the Superintendent or K.C./P.A.A. administrator.*
4. *38 clock hours are equivalent to 1 semester hour.*
5. *Activities are to be reported annually, or on a regular basis up to September 30.*

Total Clock Hours: _____ **Teacher Signature:** _____

Verified by: _____ _____

Superintendent or P.A.A./K.C. Administrator **Date**