

**Jackson City School District
Activity Documentation Voucher**

This form should be completed by those individuals that complete an Other Equivalent Activity for which there are no CEUs assigned by any recognized group. This is usually an independent project. Please note that these activities must be PRE-APPROVED by the LPDC.

Name _____ Date Submitted _____

CEU Option _____ Number of CEU _____
(See back of Page)

IPDP Goal (briefly state which goal from your IPDP this activity addresses)

Prior LPDC Approval—signature indicates this activity has been reviewed and approved.

Signature _____ Approval Date _____
(LPDC Chairperson)

Activity Verification

Signature _____ Submission Date _____
(Signature affirms that the described activities were performed in partial fulfillment of my Individual Professional Development Plan)

Note: Attach any publications, agendas, work sheets, snapshots, brochures, registration receipts, or other material to be used for activity verification; or include a signature of verification.

(Signature / Verifier) (Position) (Date Verified)

Final LPDC Approval

This activity has been accepted in partial fulfillment of the Individual Professional Development Plan.

(LPDC Chairperson) Date of final approval _____

Directions for Form LPDC-2

1. Name: Fill in your name.
2. Date submitted: Fill in date this form is submitted for initial consideration by the LPDC.
3. CEU OPTION: Please select one of the following.

Graduate Degree Program
College Coursework
Professional Workshop
Self-Directed Activities
Additional Licensure Program

4. Number of CEU: Fill in the number of CEU this activity is worth. Use the following conversion table.

1 semester hour equals 3 CEU
1 quarter hour equals 2 CEU
*10 contact hours equals 1 CEU

*CEUs may be earned in fractional quantities; e.g. five contact hours equals .5CEUs.

Please remember: CEU is the term used for ALL activities leading to licensure / renewal.

PLEASE NOTE: DO NOT convert your semester and quarter hours to CEUs. The LPDC will do this for you.

5. Equivalent Other Activity Documentation Voucher: Briefly indicate which goal from your IPDP this particular activity will help to accomplish.
6. Activity Description: Fill in the who, what, when, where, why, and how of this activity. See the approved activity list in the Appendix A of the LPDC Manual for full description of the following suggested activities: professional presentation; educational projects; curriculum development; professional committees; college courses; workshops; conferences; peer observations; original publication; teaching portfolio; mentoring; cooperating teacher; teaching college courses; teaching adult ed. Courses; grant writing; field trips; self-directed development activities; externships.
7. Prior LPDC Approval: Equivalent Other Activities must have approval of the LPDC before they are begun. For clarification please contact the LPDC.
8. Equivalent Other Activity Verification: Attach to this form documentation to support that the activity was completed. This verification may include items listed on the form. Staff members must sign in the space indicated and submit to the LPDC upon completion of the activity.
9. Final LPDC Approval: After activity has been completed, submit this form along with appropriate verification to the LPDC for final approval. After final approval, this activity will be included in the staff member's portfolio.