

**Southwestern Union Conference  
Office of Education**

**APPLICATION FOR PROFESSIONAL ACTIVITY CREDITS  
CERTIFICATION RENEWAL CREDIT**

See NAD *K-12 Educators' Certification Manual*, pp. 31-32

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CONFERENCE \_\_\_\_\_

Some educational professional activities may be used in fulfillment of a portion of the requirements for renewal of standard or professional certification on the basis of one semester hour of professional activity credit for each thirty-eight clock hours. See NAD *K-12 Educators' Certification Manual*, 2.2.3, 2.3.3, and 4.7.

Application for professional activity credit must be made annually through the Southwestern Union Conference Office of Education with the application coming via email or regular mail by September 1 of each year. Credit for past years' activity will not be acceptable.

	<u>Activity Date</u>	<u>Clock Hours</u>
<b><u>PROFESSIONAL MEETINGS</u></b>		
Teachers Convention (Division or Conference)	_____	_____
In-service Meeting (Union or Conference)	_____	_____
Subject Area Conference (Division, Union, or Conference)	_____	_____
Lecture, Seminar, Workshop (Education only)	_____	_____

**COMMITTEE PARTICIPATION**

Curriculum Committee (Division, Union, Conference, or Academy)	_____	_____
Curriculum Workshops (Division, Union, or Conference)	_____	_____
Union Education Council	_____	_____
Local Conference Board of Education	_____	_____
School Evaluation Team (as a member of a Visiting Committee outside one's school or field)	_____	_____

**INDIVIDUAL PROJECT** (Advance Union Approval Required)

Professional Growth Books	_____	_____
Educational Travel (See reverse side)	_____	_____
Authorized Curriculum Projects	_____	_____
Pilot Programs	_____	_____
Other	_____	_____

**TOTAL** \_\_\_\_\_

## **PROFESSIONAL ACTIVITY CERTIFICATION POLICIES**

All renewal credit must be earned and reported during the life of the certificate.

Thirty-eight clock hours equals one semester hour of Professional Activity Credit.

### **PROFESSIONAL MEETINGS**

Only actual hours spent on professional education at NAD/union/conference teachers conventions and in-service meetings will be granted.

Requests for credit for other professional meetings should be submitted with a formal grade or completion certificate. Please include information on number of clock hours actually spent in meetings.

Professional activities sponsored by other than education institutions or systems must be approved in writing by the Union Education Director prior to taking the course.

### **COMMITTEE PARTICIPATION**

Credit is given for NAD, union, conference, or academy curriculum committees as long as these are formal meetings where minutes are kept and for NAD, union, and conference workshops.

### **INDIVIDUAL PROJECTS**

Qualifying for the NAD *Professional Growth Certificate* for one year equals twenty-five clock hours of Professional Growth Credit. (See NAD Professional Growth Book List at <http://www.nadeducation.org/dynamic.html?wspID=520>)

Educational travel or tours must be approved by the Union Education Director prior to the travel or tour. A project will be required subsequent to the travel or tour, with credit being awarded based on the culminating project.

Credit for individual projects will be determined by degree of involvement beyond regular professional responsibilities.