

Plain Local Schools

Workshop Continuing Education Unit: Educator Request for District LPDC Approval

Submit this form if you are seeking CEU credit for a workshop, even if it is a Plain Local Workshop.

1. Name _____ Building _____

2. **For a Workshop:** If you are seeking LPDC approval for CEU credit, carefully complete this section. The workshop **Certificate of Completion** should be supplied to the LPDC for final award of CEU credit, which can only be approved by the **employing district LPDC**.

a) Identify Provider: _____

b) Identify the workshop date(s): _____

c) Identify the number of **clock hours** of workshop instruction: _____

**Conversion: One activity hour is equal to one-tenth (0.1) CEU credit. 10 activity hours are equal to (1) CEU. The LPDC will determine CEU credits based upon district guidelines. Study the CEU options chart available online.*

d) Please include a workshop certificate or signed letter to verify attendance. The date and number of hours must be included.

e) Please include the Professional Development Plan that was **in effect** when the workshop was taken. Attach a photocopy of your plan to each individual CEU request.

License Effective Dates _____

Educator's Signature _____ Date _____

LPDC Signature: _____ Date _____ CEUs Approved