

# Management Council LPDC Plan of Operation

## Activity Verification

Submit a new form for each completed activity that aligns with an approved professional development plan

Name \_\_\_\_\_ Date \_\_\_\_\_

ITC/Entity \_\_\_\_\_ Position \_\_\_\_\_

### Instructions:

- Complete each numbered area
- Please refer to *Management Council Local Professional Development Committee Plan of Operation* Appendix A1 and A2 for any required documentation and verification that must accompany this request form, and Appendix B for instructions on submitting your form and materials.
- Submit this as soon as possible and no later than one (1) calendar year following the activity to receive credit for activities during the previous year.

### **1. Indicate type of activities which you completed:**

\_\_\_\_\_ College Course Work  
(Formal coursework completed for academic credit)

\_\_\_\_\_ Formal instruction  
(Examples: professional conference; teleconference, webcast, or podcast; workshop, lab, lecture, class, or seminar; online coursework, professional development day; graded self-study program)

\_\_\_\_\_ Informal instruction  
(Examples: book, manual, or video review; un-graded self-study program; mentoring; state or regional professional meeting, committee, board, or advisory group; presenter and preparation; grant writing)

**2. Indicate Specific Title of Activity** \_\_\_\_\_

**3. Date(s) of Activity** \_\_\_\_\_

**4. CEU Hours/College Credit Hours Requested** \_\_\_\_\_

**5. Employee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_