

Pandora-Gilboa Local Professional Development Committee
Explanation of Forms

Form Name	Its Use	When to Submit
Professional Development Plan	<ul style="list-style-type: none"> -For initial plan proposal -To revise your Professional Development Plan 	<ul style="list-style-type: none"> -Before beginning your activities -Once you begin your last renewal of your certificate -When your job assignment changes
Activity Verification Form	<ul style="list-style-type: none"> -To record hours for Group 3 and 4 activities -To request pre-approval of Group 4 activities 	<ul style="list-style-type: none"> -When applying for a license -Before beginning the activity when you are applying for approval of a Group 4 activity
Final Requirement Checksheet	<ul style="list-style-type: none"> -To request renewal of a license -To request conversion of a certificate to a license 	<ul style="list-style-type: none"> -After January 1 of the year your certificate or license is to expire -Upon completion of all activity requirements
Activity Log	<ul style="list-style-type: none"> -To keep record of accumulated hours and activities 	<ul style="list-style-type: none"> -When submitting Final Requirement Checksheet -After completion of any activities if wanted