Flexible Professional Development Day:  
April 4, 2013

Professional development is a facilitated learning experience that addresses instructional improvement for the school, and supports the goals, vision and Comprehensive Plan of the school. While Model Laboratory encourages faculty to pursue their personal professional growth in various ways, faculty should be aware that not all learning experiences result in professional development credit. However, Model will grant a maximum of six (6) hours credit per year for approved professional development.

**Examples of Acceptable Activities:**

- Non-duty time Conference Participation (Saturday or after school hours); with certificate of attendance submitted with this form
- Non-duty time Parent-Teacher Conferences; with meeting summary submitted with this form
- Non-duty time attendance of PLC’s, Committee, and Professional meetings; with agenda submitted with this form
- Non-duty time to collaborate/plan for students learning with team or department; with agenda submitted with this form

**Examples of Unacceptable Activities:**

- Earned college credit courses
- Adult Education classes
- Attendance of Conference during school day
- Coaching/Attending a school function which you are compensated

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<th>Date of Activity</th>
<th>Total Time of Activity (minutes)</th>
<th>Activity Title/Topic</th>
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I, ______________________________, certified that the above referenced activities were completed on non-duty time and is an approved activity(ies) to fulfill the maximum of six credit hours of flexible professional development.

____________________________  __________________
Signature of Faculty Member    Date

____________________________  __________________
Signature of Director/Assistant Director    Date

*All forms and documentation must be submitted to the Director/Assistant Director by April 4, 2013!*