175 Professional Development Tracking Form for 2014/15

Directions: This form is provided for use by ***individuals holding a Professional Certificate***. It should be used to track your progress in completing the 175 hours of professional development in accordance with NYS certification requirements.

1. Record your completed Professional Development activities in the table below.
2. Upon completion of your activities, submit this tracking form and back-up to your principal for approval (principal must sign below).
3. After receiving principal's approval, e-mail the tracking form only to 175PDHOURS@SCHOOLS.NYC.GOV (If you are unable to e-mail the form you may fax **a copy of the completed and signed tracking form only** to 718-935-2720.)
4. **Tracking forms will be accepted only if you are in the 5th and final year of your current PD cycle.**

Print Name:		**File #**	
Certificate Title:		**District/Borough/School:**	
Activity	**Provider**	**Date(s) of Activity (Start to Finish)**	**Number of Hours Obtained for Activity**
**********	**********	**Total Number of Hours**	

I have reviewed the completed professional development activities and I am in agreement with/ and approve the activities listed above.

_____ Date: _____ _____ Date: _____

Signature of Certificate Holder **Signature of Principal**

YOU KEEP THE ORIGINAL TRACKING FORM FOR YOUR RECORDS & GIVE A COPY TO YOUR SCHOOL

THE E-MAILED OR FAXED FORM WILL BE SHREDDED AFTER YOUR PD HOURS ARE POSTED TO YOUR TEACH ACCOUNT