**Professional Development Credit (PDC) Completion Form**

**Directions**: Complete this form to claim credit when you complete an activity covered by Professional Development Credits. Though prior approval is not required, it is highly recommended that you review the proposed PDC activity with your Dean. Faculty must submit this form and all supporting documentation to within 60 days (excluding the summer term) of the conclusion of the eligible activity. Human Resources will then give it to the PDC Review committee. (Note: Only one activity per form.)

**Keep a copy for your records.**

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***Name Department/Division***

Date of Submission of the PDC form

I request       PDCs for the completion of the following activity:

*which falls into the following approved PDC category:*

[ ]  Professional workshop [ ] Non-credit course

[ ]  Undergraduate course [ ]  Professional seminar

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|       |       |

***Location Sponsoring organization***

Activity dates and times

 1. Attach documentation in which you demonstrate how this activity contributed directly to your professional qualifications and instruction and/or to your other institutional responsibilities. It is important to provide detailed information about what you learned and how it applies to your instructional or other institutional responsibilities. Identify ways in which the activity will enhance your performance as a faculty member and the quality of your services to PSC and its students.

 2. Attach copies of all printed documentation of the activity, including verification of the dates and times of the scheduled sessions. Time for meals, networking or preparing for the activity do not count toward PDCs.

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*Applicant’s Signature Date*

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*Receipt by Human Resources Date*

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| **PDC Committee’s Decision** |

**[ ]  Approved** **[ ]  Denied for the following reason(s):**

 [ ]  Activity does not relate to your professional qualifications and instruction.

 [ ]  Activity does not relate to your other institutional responsibilities.

 [ ]  Activity was not conducted by an approved provider (if approval is required).

 [ ]  Activity does not conform to the definition of the activity.

 [ ]  Evidence of completion is insufficient because

 [ ]  Form must be resubmitted within 10 business days to appeal the committee’s decision.

 **[ ]  Number of credits claimed does not conform to rules.**

 Actual number awarded:

Reason:

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*Signature of PDC Chair Date*

 \*For PDC guidelines, see Section 4.22(2) of the 2006-2009 P. S. C. Federation contract (pp.33-35).

**Professional Development Credit Completion Form Worksheet : Session Outline**

*Using this worksheet during the course of your professional development activity will aid you in taking the kind of notes needed to shape your narrative explanation and formulate the documentation for the review committee.*

Title of Professional Development Credit Activity

Date of Activity       Location

Time spent in the PDC

(If attending numerous sessions within the same activity, you will need to also complete the *Summary Page for Multiple Sessions)*

Executive Summary of Topic

Key Points made during the presentation (What did I learn?)

1.

2.

3.

4.

5.

How did the ideas presented contribute to my professional qualifications and instruction?

In detail, how will I apply what I have learned in the classroom or to my other institutional responsibilities?

How will the new information/teaching strategies enhance my performance?

**Professional Development Credit Request Form Summary Page for Multiple Sessions**

**EXAMPLE:**

|  |  |  |
| --- | --- | --- |
| **Session Title** | **Meeting time** | **Time in session (minutes)** |
| Web Page Editorial Policy | 9-9:45 | 45 |

|  |  |  |
| --- | --- | --- |
| **Session Title** | **Meeting time** | **Time in session (minutes)** |
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|  | **Total Minutes**  |  |
|  | **Total Hours**  |  |
|  | **PDC Credit** **Request**  |  |

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***Submitted by Date***