



# Form DPS-B

## Professional Development Summary

(Used only for three years and only for previously approved courses and completed by instructor)

Approved

Denied

Previous Professional Development Number \_\_\_\_\_

New Professional Development Number \_\_\_\_\_

Reason for Denial \_\_\_\_\_

**Contact:**

**Denver Public Schools**

**Curriculum and Instruction Department/Professional Development**

**900 Grant Street, Room 601**

**Denver, CO 80203**

**Phone: 720-423-3913**

**Fax: 720-423-3294**

***Information must be complete and legible.***

***All courses must relate to one or more district goals:***

1. To have a highly skilled and empowered staff.
2. To have highly skilled instructional leaders.
3. To have safe, orderly, and enriching schools and classrooms.

***All professional development courses must be approved by the appropriate curriculum director or coordinator before the first day of class.***

***On a separate sheet of paper, please address the following questions.***

**District Goal(s)**—List goal(s) being addressed.

**Course Title**—Give your course a title that is appealing to your targeted audience and descriptive of the inservice course content.

**Course Description**—Description should address in a succinct but appealing manner the course content and/or topics covered.

**Credit and Fees**—Minimum of one semester hour (equaling 15 contact hours) for professional license renewal and graduate credit. Write the credit hours you are requesting (1–6 semester hour(s)) in the left column and fees in the right column. Choose **DPS inservice credit and/or one college/university credit** and write in accompanying fees. DPS charges everyone a \$25 processing fee for graduate credit. Total the fees on the bottom line.

\_\_\_\_\_ Semester(s) hour(s) of DPS Inservice Education credit  
 1–6 semester hours—\$25 \_\_\_\_\_

**Total DPS Inservice Credit Fees** \_\_\_\_\_

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 \_\_\_\_\_ Semester(s) of Adams State College (ASC) college credit  
 1 semester hour—\$45 \_\_\_\_\_  
 2 semester hours—\$90 \_\_\_\_\_  
 3 semester hours—\$135 \_\_\_\_\_

\_\_\_\_\_ Semester(s) of Colorado School of Mines (CSM) college credit  
 1 semester hour—\$40 \_\_\_\_\_  
 2 semester hours—\$70 \_\_\_\_\_  
 3 semester hours—\$100 \_\_\_\_\_

\_\_\_\_\_ Semester(s) of University of Colorado at Denver (UCD) college credit  
 1 semester hour—\$45 \_\_\_\_\_  
 2 semester hours—\$90 \_\_\_\_\_  
 3 semester hours—\$135 \_\_\_\_\_

**DPS Processing Fee** **\$25.00**

Materials \_\_\_\_\_  
 Instructor's Fee \_\_\_\_\_  
 Other \_\_\_\_\_

**Total College/University Credit Fees** \_\_\_\_\_

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**Class Method**—How class will be taught

Online \_\_\_\_\_ Independent Study \_\_\_\_\_ Traditional Contact \_\_\_\_\_

**Contact Hours**—Include all days, dates, and times

**Class Location**

Date(s) \_\_\_\_\_

Site \_\_\_\_\_

Day(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Time(s) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Prerequisites**

**Grading**

Open to \_\_\_\_\_

Pass/Fail

Traditional

Class size limit \_\_\_\_\_

**Instructor(s)**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

**Contact Name**—Who to contact for more information

Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Registration Contact Name**—Who to register with

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

***The Professional Development Summary and the Resume/Vita must be submitted 30 days before the first day of class to the Curriculum and Instruction Department/ Professional Development, 900 Grant Street, Room 601.***

Approved by: \_\_\_\_\_  
 Curriculum Director or Coordinator