

Previously Approved Course

To receive approval of a previously approved class, submit a Professional Development Summary (Form DPS-B). Make sure the Previous Professional Development Number is on the Professional Development Summary.

To Complete a Professional Development Summary

- ✓ Review the district's goals on the cover of Professional Development Summary. Identify specific goal(s) addressed.
- ✓ Complete course title and course description information.
- ✓ Indicate appropriate contact hours and calculate total fees.
- ✓ Indicate days, dates, and times.
- ✓ Indicate specific site and its address, city, state, and zip.
- ✓ Indicate prerequisites and grading scale.
- ✓ Sign and date the application. List social security and work and home telephone numbers.
- ✓ Complete registration and/or contact section.

To Complete a Resume/Vita

The resume must include the instructor's home address, work and home telephone numbers, social security number, educational history, and professional experiences (especially in regard to curriculum development).

Due Date

Please submit this Professional Development Summary and a Resume/Vita to the Curriculum and Instruction Department/Professional Development 30 days before the first day of class.