

# Woodland Park School District

## Documentation of Involvement in School/District Reform

*To be used for Licensure Renewal Only*

The Colorado Department of Education requires 90 clock hours of professional development to renew professional licenses. These credits must be earned during the five-year period preceding submission of your renewal application. Acceptable renewal activities include:

- In-service Education,
- College/University Coursework,
- Involvement in School/District Reform,
- Internships,
- Travel, &
- Ongoing Professional Development.

This document provides a tracking instrument for Woodland Park School District staff to utilize when engaged in School/District reform efforts. For a complete listing of requirements for renewal activities please visit the CDE website at [http://www.cde.state.co.us/cdeprof/Licensure\\_renewal\\_info.asp](http://www.cde.state.co.us/cdeprof/Licensure_renewal_info.asp).

Acceptable activities classified under Involvement in School/District reform include:

- Membership on school site or district accountability or improvement committee(s);
- Curriculum, standards of assessment development or implementation, in the licensee's endorsement area (i.e. collaboration); or
- Development or implementation of a literacy or numeracy improvement program(s).

To document involvement in School/District reform efforts, the individual staff member is responsible for summarizing the professional development activities including a time log with a brief description of the work completed for each time period. This form may then be uploaded into the CDE eLicensing System as documentation of professional development hours completed.

*\*\*\*Please note: These credits will not be tracked by Central Office as part of District Professional Development programs. These are designed to document individual professional development which may be used as documentation for CDE licensure purposes only.*

Credit is awarded based on the number of contact hours. CDE makes all determinations on appropriate and applicable credits hours.

## WPSD – Involvement in School/District Reform Efforts (*Recertification Credit ONLY*)

Staff Member: \_\_\_\_\_ Bldg/Position: \_\_\_\_\_

Activity: \_\_\_\_\_

*To be filled out by the Staff Member and verified by the committee chair, direct supervisor, or school administrator.*

Date:	Time:	Work Summary:
<i>Contact Hours Approved</i>		

*Supervisor's Signature:* \_\_\_\_\_ *Title:* \_\_\_\_\_ *Date:* \_\_\_\_\_