



MONTCLAIR STATE UNIVERSITY

New Jersey School of Conservation
1 Wapalanne Rd.
Branchville, NJ 07826
Phone: 973-948-4646 Fax: 973-948-5131

New Jersey Teachers' Professional Development Documentation

Please print:

Teacher's Name: _____

School Name: _____

Total PD Hours: _____

Session Name	Observed or Taught?	Time Started	Time Ended	Date	Total Hours

I certify that the above information is an accurate accounting of professional development activities and that I have read the guidelines on the back of this page.

Teacher Signature

Date

School Coordinator Signature

Date

NJ School of Conservation will email the letter of recommendation for professional development hours to you. Please print your email: _____

Professional Development Guidelines

If you, or your teachers, would like to receive New Jersey Professional Development credit for teaching or observation experiences at the New Jersey School of Conservation (NJSOC) the following important information applies:

Inform teachers that they may be eligible for New Jersey Professional Development credit for their teaching and/or observation of NJSOC sessions.

- At least two weeks prior to arrival, provide NJSOC Program Coordinator, Lisa Mills, with the names of each of the teachers that will provide instruction and/or observe any sessions. Please designate which sessions will be taught and which will be observed at NJSOC.
- Credit will be recommended *only one time for the same session taught and/or observed*.

For example, if a teacher observes a Black Bear Ecology session, then teaches three sessions of Black Bear Ecology during the NJSOC visit, that teacher will have earned four (4) Professional Development hours: two (2) for observing, and two (2) for instructing.

If the teacher's name is not listed on the schedule prepared by NJSOC, we cannot recommend professional credit be awarded.

This form must be signed by the and authorized School Coordinator of your school's trip to NJSOC.