New Jersey Teachers’ Professional Development Documentation

Please print:

Teacher’s Name:_____________________________________________________________

School Name:_______________________________________________________________

Total PD Hours:_____________________________________________________________

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Observed or Taught?</th>
<th>Time Started</th>
<th>Time Ended</th>
<th>Date</th>
<th>Total Hours</th>
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_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: _____________________________________________________________
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.