Verification of Attendance at Event to Earn Professional Development Units (PDUs)

Educator’s Name: _________________________________________________

Educator’s TSPC Account Number: ____________________________________

Name of Event: ___________________________________________________

Date(s) of Event:  _________________________________________________

Brief Description of Event: ___________________________________________
_________________________________________________________________
_________________________________________________________________

Number of Hours that Educator Attended: ________________ (= PDUs earned*)

Educator,
Please fill in the top portion of this form and present the form to the “authority figure” responsible for managing, staffing, or facilitating, this event that you wish to use for Professional Development Units (PDUs).

Event Sponsor,
Please print your name and title, sign, and date this form below, verifying that the named educator attended for the number of hours indicated. You do not need to keep a copy of this form; the educator is solely responsible for ensuring that this documentation is maintained.

Signature of event sponsor: ______________________________________

Printed name of event sponsor: ___________________________________

Title of event sponsor: __________________________________________

Date: ____________________