Asynchronous (On-line and/or Virtual)

Professional Development Documentation

*Asynchronous on-line and virtual professional development opportunities will be approved by the LPDC following the same guidelines as in-person opportunities. Content must be applicable to your teaching field or the field of education in general, and must align with the intent of your IPDP or professional growth plan.* ***CEUs beyond the maximum indicated on the most current allowable CEU document must be pre-approved by the LPDC.***

*Asynchronous PD must be included on the Asynchronous Professional Conference and Workshop Log in your binder. (Virtual meetings such as DLT, TBT, or grade-level collaboration are not included in this category.)*

*Reasonable documentation from the presenter in the form of a certificate, agenda, etc. is adequate to accompany an entry on your Log. If no such documentation is available, please provide the requested information below and include this sheet with your Log.*

|  |  |
| --- | --- |
| Title of presentation/workshop |  |
| Date |  |
| Provider/Presenter/Sponsor |  |
| Presentation format (webinar, multimedia presentation, etc.) |  |
| Brief summary of content (include enough specifics to justify approval of CEUs according to LPDC guidelines) |  |
| Number of hours |  |
| Number of CEUs |  |

***If CEU total exceeds maximum, completed pre-approval form must accompany this form.***