Verified Professional Development Form

This form is required for documentation of professional development attendance of in-house professional development (PD) or by PD organizations. Registry staff will review and verify, if applicable, and will be viewable on the individual's Registry Profile and in their Education and Training Report as **"Verification of In-Service Professional Development"** or **"Verification of Hours Spent on Professional Development."**

1. Location of Activity: In-Service Activity   **2.**   Classroom-based/Off-Site Activity

Documentation of In-Service Activity:
1.a.   Sign-in sheet
1.b.   Agenda with sign-in sheet

3. Type of Activity:

4. Name of Organization Providing Activity:

5. Name of Activity:

6. Description of Activity:

7. Completion Date: **8. Number of Hours Completed:**

9.   Printed Name of Activity Participant:

10.   Registry ID Number of Activity Participant:
                    9 digit number

_____
Print and Sign or Certified Signature   Date

11.   Printed Name of Activity Leader/Presenter/Organizer

12.   Job Title of Activity Leader/Presenter/Organizer

_____
Print and Sign or Certified Signature   Date

Verified Professional Development Form Instructions

This form can be used by trainers or activity leads offering in-house professional development or by professional development organizations not yet approved in the CA ECE Workforce Registry to verify attendance for participants. If you are an Activity Leader/ Presenter/ Organizer, please complete the Verified Professional Development Form for participants to submit to the Registry Office. Registry staff will review, verify and enter professional development hours on the individual's Registry Profile and in their Education and Training Reports. The form will be entered under "Verification of In-service Professional Development" or "Verification of Hours Spent on Professional Development." Please see below for more information on how to complete the form:

1. **Location of Activity: In-Service** if sponsored by the employer
   If the activity is in-house, or in-service, this form should be submitted with **Documentation of In-Service Activity**:
   a) Sign-in sheet
   b) Agenda with a sign-in sheet
2. **Location of Activity: Classroom-based/Off-site**, is not sponsored by employer.
3. **Type of Activity**: Use the drop down to select the type of activity
4. **Name of Organization Providing the Activity**: The name of the organization providing the professional development activity.
5. **Name of the Activity**: Include the name of the activity
6. **Description of Activity**: Add a detailed description of the activity. If it is a multi-day event, please include the date range of the activity.
7. **Completion Date**: Insert the date that the activity ended, the last day, if a multi-day activity [MM/DD/YYYY]
8. **Number of Hours Completed**: Enter the total number of professional development hours earned for activity.
9. **Printed Name of Activity Participant**: Print clearly, or type, the name of the individual that participated in the activity
10. **Registry ID Number:** Enter the 9 digit Registry membership number for the participant. The number must be entered correctly to ensure the participant receives credit.
11. **Printed Name of Activity Leader/Presenter/Organizer**: Print clearly, or type the name of the individual leading, presenting, and/or organizing the activity. If it is an in-service activity, this individual usually works for the same organization.
12. **Job Title of Activity Leader/Presenter/Organizer**: Enter the job title of the individual leading, presenting, and/or organizing the activity. If it is an in-house activity, this individual usually works for the same organization.

   * *Both the participant and the activity leader/presenter/organizer are required to sign the form either in writing, or via verified digital signature for the document.*