

PROFESSIONAL DEVELOPMENT • APPROVAL FORM

Request for Approval of Professional Development Clock Hours

IACET Accredited Provider • www.teachmeceus.com

*Because requirements for professional development / CEU clock hours vary by state, and in many states approval is determined at the **district level** rather than by a single statewide board, please use this form to confirm with your administrator or Professional Development Coordinator that courses completed through TeachMe Professional Development will be accepted **before** you enroll.*

What Signing This Confirms

- ✓ Your district's Administrator or Professional Development Coordinator has reviewed and agreed to accept TeachMe Professional Development's online courses toward the Educator's required PD / CEU hours.
- ✓ The coursework is appropriate, professional-quality content intended to support the Educator's ongoing growth as an instructor and benefit their students.
- ✓ Once finished, this coursework may count toward part or all of the Educator's clock-hour requirement, as determined by the district.

What Signing This Does Not Confirm

- ✗ That any coursework has already been finished.
- ✗ A record or proof of clock hours already earned.

Educator's Name

Last_____
First_____
M.I.

The information below can be found online at **www.teachmeceus.com** by clicking on the course and reading its summary. You do not need to purchase the course to locate this information.

Course Title	Clock Hours	Common Core Standards and/or Learning Objectives Met	Course Description

I approve of and agree to the course(s) named above as a viable means of completing professional development / staff development requirements.

Signature – Professional Development Coordinator / Administrator

Date