

REQUEST FOR CONTINUING EDUCATION (PD, CLOCK) HOURS - APPROVAL

PURPOSE OF THIS FORM	HOW TO COMPLETE THIS FORM
<p>USE THIS FORM TO REQUEST APPROVAL OF MODEL TEACHING COURSEWORK AS APPROPRIATE PD TRAINING HOURS TO BE APPLIED TO TEACHING CERTIFICATE LICENSURE AND/OR RENEWAL.</p> <p>Submit this form to your state continuing education department or authority to request approval to use Model Teaching professional development course content for continuing education credit and/or clock hours. We recommend that you check your state's specific licensing requirements, as they may have their own standard form, but use this form to provide information about our course(s) as appropriate material to improve instructional techniques in alignment with your state or district goals.</p> <p>Once signed and approved, you can proceed with the course in confidence. Once satisfactorily completed, you will receive a completion certificate from Model Teaching and its parent company Action Potential Learning, LLC documenting your earned hours.</p>	<ol style="list-style-type: none"> 1. Complete the sections under "Student Information" & "Course Information". <small>Note: Specific course information for the "Course Information" section can be found in the main course listing page on your course-specific web page. Your course can be found on the following page: https://www.modelteaching.com/professional-development-courses</small> 2. Submit the form to your school district or state teaching licensure authority to request approval of course material. 3. Complete this form for all courses you wish to take for PD credit/clock hours if required.

ABOUT MODEL TEACHING Courses from ACTION POTENTIAL LEARNING
<p>Model Teaching courses are designed to build better educators. Developed by experienced teachers and administrators, we focus our professional development courses on what's most important to you: relevant content focused on specific teaching strategies and evidence-based instructional best practices. Every course provides step-by-step strategies and support to help you build a specific, clear action plan that you can use immediately in your classroom. You'll receive tailored feedback on each step of your plan and receive follow up support even after you have completed your course. Our resources, tools, and templates are designed to be used immediately in your classroom- and many of our courses are approved by regionally-accredited colleges and universities for continuing education academic and graduate-level credit.</p>

STUDENT INFORMATION

STUDENT FIRST NAME:	STUDENT LAST NAME:	
ADDRESS		
CITY	STATE	ZIP CODE

COURSE INFORMATION

COURSE NAME:			
COURSE GUIDING QUESTION:			
COURSE STRUCTURE:	CLOCK HOURS OF COURSE:	WHAT YOU WILL LEARN (COURSE OBJECTIVES):	
COURSE INSTRUCTOR:	WEB PAGE LOCATION OF COURSE (PLEASE COPY AND PASTE FROM YOUR WEB BROWSER):		
SEEKING APPROVAL FOR COURSE CREDIT/HOURS TO COUNT TOWARDS (Your goal, ex. Teacher recertification cpe hours):			
Is this Course Taken Through One of Our Accredited University Partners?	YES NO	Which University Partner?	List Any Accreditations: (This will be found on the main course page)

AUTHORIZATION & APPROVAL (to be completed by state education department or district)

NAME OF AUTHORIZING PERSONNEL:	TITLE OF AUTHORIZING PERSONNEL:	NAME OF STATE OR DISTRICT GRANTING APPROVAL FOR PROFESSIONAL DEVELOPMENT CREDIT HOURS:
--------------------------------	---------------------------------	--

I approve and acknowledge the use of the above referenced course as valid professional development training time and/or clock hours to be used in teacher certificate licensure or renewal.

SIGNATURE DATE