175 Professional Development Tracking Form

Directions: This form is provided for use by individuals holding a Professional Certificate. It should be used to track your progress in completing the 175 hours of professional development in accordance with certification requirements.

1. Record your completed Professional Development activities in the table below.
2. Upon completion of your activities, submit this tracking form and back-up to your principal for approval (principal must sign below).
3. After receiving principal's approval, forward **only this completed and signed tracking form,** via fax to 718-935-2720, if you do not want to fax your form please mail a copy of the completed and signed tracking form to the New York City Department of Education, Office of Certification and Licensing, Attention: 175 Hours of Professional Development, 65 Court Street, Room 801, Brooklyn, New York 11201.

Print Name:		**File #**	
Certificate Title:		**District/Borough/School:**	
Activity	**Provider**	**Date(s) of Activity (Start to Finish)**	**Number of Hours Obtained for Activity**
********** **********	********** **********	**Total Number of Hours**	

I have reviewed the completed professional development activities and I am in agreement with/ and approve the activities listed above.

_____ Date: _____ _____ Date: _____

Signature of Certificate Holder **Signature of Principal**

FAX TO 718-935-2720 OR MAIL A COPY TO ADDRESS ABOVE

KEEP THE ORIGINAL FOR YOUR RECORDS

GIVE A COPY TO YOUR SCHOOL