

Check List for Completing the
NKESC Request for Professional Development Educational Points

DID YOU:

Page One (B-1)

- _____ Complete the top of the page.
- _____ Write your PDC goal which this activity falls under.
- _____ Answer the appropriate question (depending on what type of points you're requesting) in the blank box below the questions.
- _____ Indicate number of points requesting.
- _____ Indicate appropriate standards or service to the profession with a check mark.
- _____ Indicate if requesting to be considered for "Salary Movement"

Page Two

- _____ Indicate appropriate Content Endorsement and Professional Education Standards
- _____ *If you are requesting points for application – you must first have application activities on your PDC plan. Application points cannot be requested until after your Knowledge points have been cannot request Impact points unless you have impact activities on your plan. Knowledge and points must be preapproved and attached
- _____ Answer questions 1, 2, (for Knowledge) 3 (Application) 4 and 5 (Impact)

Page Three

- _____ Complete information "Presenter's Name"
- _____ Complete schedule – count seat time only – NOT breaks and/or meals
- _____ Figure total time/points requesting
- _____ Sign at the bottom

DID YOU ATTACH:

- _____ "Approved" Pre-Approval for college course, if applicable
- _____ Copy of college transcript, if applicable