



PROFESSIONAL DEVELOPMENT POINTS REQUEST FORM

Requests should be submitted at least ten (10) days ahead of the event date and no longer than two weeks following the event date. Requests later than two weeks after the event will not be considered. Conditional approval may be granted after the request is submitted. Approvals may be granted once the candidate provides the following information no more than two weeks after the event:

If you are requesting PD points for a training camp. You **MUST** submit this form first to get conditional approval. Following the camp you must fill out the report portion and re-submit the form.

Name: _____

Submission Date: _____

Name of person submitting: _____

Name of session: _____

Length of Session: _____

Date of Session: _____

Location of Session: _____

Facilitators Name: _____

Name of attendees: (if submitting on behalf of a group)

1 _____ 7 _____

2 _____ 8 _____

3 _____ 9 _____

4 _____ 10 _____

5 _____ 11 _____

6 _____ 12 _____

Brief Description of event: (if submitting prior to the event OR for training camps please outline areas of training)

Brief Report of event: (if submitting after the event OR for training camps please outline what you took away from the camp per area of training)