RECORD OF OUTSIDE PROFESSIONAL LEARNING

Congratulations on completing outside professional hours. Please complete this form for each activity not automatically transcripted through CTL as a record of completion. Have your Dean and Department Chair acknowledge by signing below and attach all certificates of completion. Professional Learning stipend points will be awarded based on the current Professional Learning Rubric. When completed email to Dr. Lori Petty at llpetty22@actx.edu

Name:	Employee ID #
Department:	Activity Title/Name of Conference:
Dates:	Location:

CHECK APPLICABLE CATEGORY:

- Attended a conference/seminar/workshop/webinar as a participant = 30 points
- Presented at a conference = 60 points

Please describe the activity/presentation below –

Activity as a participant	**Presentation**
What was learned?	Describe the presentation
How will you use it in your teaching?	How do you use the presented materials in your courses?
How will you share it with other faculty in your area?	How will you share the information in your presentation with the other faculty members in your area?

_____ _____

Faculty Signature Date

_____ _____

Dept. Chair Signature Date

_____ _____

Dean Signature Date

For CTL Office:

CTL: _____ Date Entered: _____ Number of stipend points earned: _____

Documentation Uploaded Y ☐ N ☐ Google Drive Location _____