



**SOUTHERN UNION CONFERENCE OFFICE OF EDUCATION CERTIFICATE RENEWAL  
APPLICATION FOR PROFESSIONAL ACTIVITY CREDIT  
DUE TO THE CONFERENCE OFFICE BY AUGUST 1**



**ACTIVITY:** All professional activity credit must occur within the current school year starting August 1 and ending July 31.

**FORM:** Send this completed form with supporting documentation to your Conference Office of Education by August 1. Your Conference will forward the application to the Certification Office. After processing, you will receive a final copy of this form for your records.

Teacher: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Conference: \_\_\_\_\_ School: \_\_\_\_\_

**Current Certification:**     Designated Subject     Standard     Professional     Administrator

**NOTE:** (Conditional and Basic Certifications do not qualify for professional activity credit)

**DESCRIPTION OF ACTIVITIES REPORTED** (Meetings, tours, Professional Growth Books, etc.)

CLOCK

Check section 4.7 in the Certification Requirements manual for approved activities.

HOURS

**Conference or School Sponsored Activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Professional Meetings:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Education Tours:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of weeks:

Total Number of Clock Hours \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Union Director's Signature

\_\_\_\_\_  
Number of Semester hours approved:

A teacher holding a Standard Certificate may substitute up to five (5) semester hours of professional activity for the renewal of a certificate. A teacher holding a Professional Certificate may substitute up to six (6) semester hours of professional activity for certificate renewal. Thirty-eight (38) clock hours of approved professional growth activities are required for one (1) semester hour of professional activity credit. One (1) semester hour of professional activity credit is granted for each week of an educational tour (maximum 4 weeks) as well as for Professional Growth Books series.

**THIS REPORT IS DUE AT YOUR CONFERENCE OFFICE BY AUGUST 1 – ONE FORM PER YEAR**