Certificate Renewal Form

Instructions: It is each individuals own responsibility to maintain a record of his/her professional development activities for the purpose of Arizona Department of Education certificate renewal. If you are renewing a 6 year certificate, please record 90 hours of applicable activities during the VALID dates of your current certificate(s) to be renewed. If you are renewing a 12 year certificate, please record 180 clock hours of applicable activities during the VALID dates of your current certificate(s) to be renewed. VALID dates are found on your current certificate, issue date - expiration date. Before applying to the Arizona Department of Education for certificate renewal, teachers/administrators will be required to present this signed record to Human Resources as proof of having completed renewal requirements.

Name:	School/Location:				-
Employee #:	Extension:				-
Name of Class or Activity	Instructor / Leader	Date(s)	# Credits	# Clock Hours	
SAMPLE ONLY: ELL Training	Maggie Westhoff	June 27-29, 01		19.5	Prof. Dev. Credit Certificate
				1	
TOTAL/ CLOCK HOURS				0	
I declare, under the penalties of perjury, that I have completed during the last valid period	this log represents a tru of my certificate.	ue and valid record	of professiona	al developme	ent hours
	Signature		-		Date