



PROFESSIONAL CONFERENCE/SEMINAR DOCUMENTATION FORM

M-DCPS Professional Development and Evaluation

Contact PD Data Center at pddatacenter@dadeschools.net

NOTE: Twelve (12) Master Plan Points is the maximum number of points that can be earned each year for Conferences.

Conference: National and state events in which professionals gather to discuss new ideas and techniques and to share experiences through organized sessions.

Seminar: Formal presentation by one or more experts in which attendees are encouraged to discuss specific topics.

Before

1. Individuals interested in attending a conference/seminar must contact a district department related to content of conference/seminar **no less than 45 days** PRIOR to start date of conference or seminar.
2. District department would verify course has positive impact on student achievement and sponsor the training by completing page one of this form prior to individual attending conference/seminar.
3. District department verifies that college credit is not offered AND reviews content and calculates master plan points based on conference/seminar agenda (registration, lunch, etc., cannot be calculated into the Master Plan Points).
4. District department **completes course online proposal prior to the conference** and posts the activity into the PD Registration System and waits for final approval.
5. Individuals interested in attending the conference/seminar registers for the conference/seminar on the PD Registration System and then attends the conference or seminar.

After

1. Within **10 days** after the conference/seminar, attendee completes this form along with the reflection, and attaches the conference/seminar agenda and registration documents, and sends to sponsoring district department for verification of completion.
2. Sponsoring district department certifies that each conference attendee successfully completed all requirements and submits this completed package to the Professional Development (PD) Data Center for processing at pddatacenter@dadeschools.net **no later than 30 days after** the conference/seminar.
3. Data Center processes and awards master plan points.

****Sponsoring District Department will keep supporting documents on file. Do not send them to the PD Data Center.**

Conference Attendee's Name: _____

Employee #: _____ Work Location #: _____ Location Name: _____

Conference/Seminar Title: _____

Location: _____

Date(s): _____

Session(s) Title(s): _____

District Sponsoring Department: _____

District Administrator Authorizing Activity: _____

District Administrator Authorizing Activity: _____

District Administrator's Signature

I verify that all information is correct: _____

Conference Attendee's Signature

Date

I certify that the participant identified above has successfully completed all the requirements set forth in the Conference/Seminars:

Site Administrator's Signature _____ Date: _____

Conference#: 2-408-369 Session/Sequence#: _____ Seminar #: 2-408-372 Session/Sequence #: _____



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REFLECTION

(To be completed by each conference attendee)

List 3 new skills/strategies and/or methods learned from your participation at the conference/seminar.

1. _____
_____.
2. _____
_____.
3. _____
_____.

How will you apply the new skills/strategies and/or methods in your current position?

FOR DATA CENTER USE

#Master Plan Points _____

Date: _____

Conference/Seminar form verified: _____

Title: _____