**Cycle Period:** Month Day, Year **to** Month Day, Year

**Name:** \_First and Last Name\_\_ **Position:** \_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School/Location:** \_\_\_Sample School\_\_\_\_\_\_\_\_\_ **Department/Grade:**  \_\_Sample Department / Grade\_\_\_

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| **Date** | **Title** | **Role**(Participant/Presenter) | **Activity**(i.e. College Course, Committee Work, In-Service, Mentoring, Workshop/Conf., etc.) | **Hours** |
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|  |  |  | **Total Participant Hours** |  |
|  |  |  | **Total Presenter Hours** |  |
|  |  |  | **Total Hours Accrued for this School Year** |  |