

# Documentation Needed for Professional Development Certificates

Providers must list the following on Contact Hour Certificates

- Name of sponsoring organization including address, phone/fax numbers, and authorizing signature of individual who supervised the activity.
- Number of Contact Hours actually spent in the professional development activity. This time does not include breaks or meals unless a speaker is presenting during the meal.
- Name of Participant
- Date of Activity
- Detailed description of activity- goals, presenter's name and title, and title of presentation

Because the Ohio Department of Education no longer approves nor issues Continuing Education Units (CEUs), the approval and official award of CEUs will be solely the responsibility of Local Professional Development Committees (LPDCs) as per the requirements of SB230. Each LPDC must review the educator's professional development activities used for the renewal of their educator's license. All certificates must also include completed "*Reflection Questions*\*\*."

\*\**Reflection Questions* are located on the LPDC page of the YCSD's website