

# 2018-2019 Professional Development FLEX/ Off-Contract Verification Form AR Ideas and Non-District PD

*Submit documentation and this form completed to building principal and/or bookkeeper before May 1, 2018.*



Name (first & Last):	
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School:	
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PD Session: Title	Date of Completion

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Off Contract Credit:**

- AR IDEAS eligible for credit.
- No duplicate registration accepted. You will not receive PD credit for taking the same session multiple time.
- In order to qualify to be used as off contract credit, all professional development activities must be completed outside of the teacher's workday/work year.
  - PD sessions attended MUST relate to current position and is strongly encouraged to support your PG.
  - All hours must be completed between June 1, 2018 and May 31, 2019, to be credited for the 2018-2019 School Year
  - Completed Flex documentation must be submitted prior to May 1, 2019 per administration request.
- Prior approval from the PD Department is required for PD sessions not listed on the district PD calendar, ADE approved, or at an education cooperative (form located at [pcssd.org](http://pcssd.org) under Staff-Electronic Forms-PD)
- AR IDEAS- May take up to 12 hours not including the 2 hour requirement (Parent Involvement) for a total of 14 hours of AR IDEAS credit

[Link to the District Master Calendar](#)

[Link to Summer PD List](#)

[Link to escWorks](#)

[Instructions on Creating and Managing escWorks Shoebox](#)

[Instructions on Creating and Managing AR Ideas Account](#)