

PROPOSAL FOR
PROFESSIONAL DEVELOPMENT ACTIVITY FOR CEUs

Name of Presenter:	Title:
Date of Workshop:	Presenter Fee:
Address:	
Telephone Number:	Emergency #:
TITLE OF WORKSHOP: (Please be specific - Title should describe the workshop) CODE # _____	
Identified Need to be Addressed: (reference: CT Frameworks, CT Common Core of Learning, CT Common Core of Technology and Needs Assessment)	
Target Audience:	Maximum Enrollment:
Learning Outcomes: As a result of taking part in this activity, participants will	
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*	
Effect of Improved Student Learning : (As a result of this activity, indicate how student learning may be improved)	
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*	
Please give a brief SUMMARY of your workshop. This summary will appear on the CEU certificate and must provide an accurate description for the state CEU auditors.	

Turn over

PROPOSAL FOR PROFESSIONAL DEVELOPMENT ACTIVITY FOR CEUs (continued)

OUTLINE OF ACTIVITY (list agenda and time schedule): Meriden’s three professional development days run from 8:00-3:15 with a 45-minute lunch (11:30-12:15), one 15-minute break mid-morning, and one 15-minute break mid-afternoon. Please adhere to this schedule. **Participants must receive 6 hours of instruction to qualify for CEU credit.**

TOTAL CONTACT HOURS _____
Include only instructional time (no breaks or lunch)

List specific Audio-Visual Equipment/Materials needed that are to be supplied from Meriden. The school system is not able to provide flipcharts, paper or markers.

Evaluation Methodology (completed by the System) ___Reaction Survey ___Discussion
___System Developed Evaluation Form ___Observation ___Statistical Analysis ___Other(describe)

Will a followup activity to this proposed one be offered? (Optional) ___ Yes ___ No
If Yes, please provide a brief description below:

NOTE: If the above activity is offered for CEUs, this form, the attached resume(s), the form completed after reviewing the proposal and the form completed after the activity has taken place, must be available to the State Department of Education on request any time up to three years after the completion of the activity.