

**MARGARETTA LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
COURSEWORK/WORKSHOP PROPOSAL**

Name: _____ Date: _____

Course Title: _____ Course#: _____

University/College: _____

Number of Credit Hours: _____ Semester/Quarter (Circle One) or Number of CEUs: _____

YES NO Not Applicable If you are currently enrolled in a graduate degree program, will this course apply toward fulfillment of that degree?

YES NO Not Applicable If you are currently pursuing an additional certificate/license, will this course apply toward fulfillment of that certification/license?

Provide a brief description of the course.

Rationale. Explain the basis for choosing this activity.

Benefits. Describe the anticipated benefits to yourself, students, building, and/or district as a result of successful completion of this course.

Dissemination. If the benefits of this activity can be shared with other staff or community members, describe how and with whom you plan to share it.

Timeline. Provide a Timeline for implementation/completion of this course.

Additional Comments/Other.

I certify that the information provided in this Coursework Proposal is true and accurate to the best of my knowledge.

Signature

Date

Approval/Disapproval. (This section will be completed by the LPDC.)

____ This course has been approved as submitted for the equivalent of ____ semester hour(s) credit.

Signature of LPDC Chairperson

Date

This course has merit but has not been approved as submitted. You may refine the highlighted areas and resubmit the proposal.

Signature of LPDC Chairperson

Initial LPDC Review Date

Signature of LPDC Chairperson

Approval Date

This course has been denied at this time. The purposes, process, and benefits of this course in relation to your Individual Professional Development Plan are unclear. If you still feel that this course is worth-while, please redefine and restate your proposal before resubmitting.

Signature of LPDC Chairperson

Date

Credit toward certification/licensure will be awarded upon receipt of a transcript/CEU certificate confirming successful completion of coursework.

Any certified staff member may personally present a coursework proposal by requesting an appointment at a regularly scheduled LPDC meeting.