



Inservice Credit Request for Training Not Sponsored by Hillsborough County Public Schools

Employees of Hillsborough County Public Schools who complete training not sponsored by the District may be eligible for Inservice credit in keeping with the Florida Department of Education Professional Development Protocol and the Master Inservice Plan. This form is not to be utilized for district workshop participation. A request for each training event must be submitted on a separate form **within one (1) year** from the conclusion of the training activity in order to receive credit. The final decision for Inservice credit will be made by Professional Learning.

1. Complete this form prior to the training activity:

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Lawson # (or SSN if not known)</i>
<i>School / Site Number</i>		<i>School / Site Name</i>	
<i>Sponsoring Agency / Provider of Training</i>		<i>Full Title of Course / Activity</i>	
<i>Location of Activity / URL of Online Course</i>			
<i>Date(s) of Activity</i>		<i>Number of Hours in Training</i>	
<i>Description of training activity, applicability to your position in the district, and its connection to improving student achievement:</i>			

2. Obtain pre-approval from your Principal, Site Administrator, or Content / Curriculum Supervisor before the training:

<i>Recommended Component Number and Title</i>	<i>Number of Inservice Points</i>
<i>Pre-Approver's Name</i>	<i>Pre-Approver's Title</i>
<i>Pre-Approver's Signature</i>	<i>Date</i>

3. After completing the training activity:

- Attach a copy of the agenda/syllabus and proof of participation such as a receipt, purchase order, or certificate of completion.
- Sign the Statement of Completion acknowledging the information provided is accurate and you have completed the training.

Participant Statement of Completion:

*I verify that I successfully completed the above training and appropriately documented the completion.
I acknowledge that I have read and understand the above requirements.*

Participant's Signature: _____ Date: _____

4. Submit the completed application and all documentation for verification and processing:

Via Email (Preferred):

Professional Learning
InserviceRecords@hcps.net

Via School Mail:

Professional Learning
ATTN: Nekesha Jones
Instructional Services Center (ISC)
Route #7

Via U.S. Mail:

Hillsborough County Public Schools
Professional Learning
ATTN: Nekesha Jones
2920 N. 40th St.
Tampa, FL 33605

TO BE COMPLETED BY PROFESSIONAL LEARNING

Component Number Assigned: _____ Inservice Points Awarded: _____ Date: _____

Approver's Name: _____ Approver's Signature: _____