

Staff Development Log

Instructions: Following the completion of each staff development activity, enter the appropriate information in this log. Present the supportive documentation with the log to your principal or supervisor for his/her signature. Keep the supportive documentation in your personal files. At the end of each semester, if your renewal credits total one (1) or more, **you** should submit this log to the Human Resources Office, for entry into the HRMS for record keeping purposes.

Name: _____ **Work Site:** _____ **Social Security Number (last 4 digits)** _____
National Board Certification Area: _____ **Portfolio Completion Date:** _____

Dates (s) of Activity	Title of Activity	Location	Sponsoring Agency	Regular Renewal Credits	Technology Renewal Credits	Regular Reading Credits	Content Area	Principal Credits

**Do not submit logs with fewer than one (1) renewal credits to the Human Resources Office.
 Copies of individual certificates are not required for the HRMS Department.**

 Signature of Principal/Supervisor