

# Processing Professional Development Activities / Events for Act 48 Hours

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## **School-level hosted event**

**Step 1:** Complete an Event Approval Form and send to CSO two weeks prior to the event.

**Step 2:** After CSO approves the event, CSO will e-mail the principal notifying her that the event is open for registrations on Solutionwhere. All participants must register on Solutionwhere except the presenter.

**Step 3:** On the day(s) of the event, have participants sign the Sign-In Sheet . Have each participant complete an evaluation. If the presenter is requesting hours, she/he should complete a Presenter's Evaluation Form.

**Step 4:** Within one week of hosting the event, send the following packet to CSO: Summary Form, agenda, sign-in sheet, and all evaluations.

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## **Middle States Committee Work**

**Step 1:** At each meeting have all participants sign-in.

**Step 2:** A log for the group meetings and a log for all individual work must be kept. The log must contain a summary of work done.

**Step 3:** At the end of the Middle States Process, send the following packet to the CSO: Summary Form, sign-in sheet(s), logs, and a list signed by the principal of how many hours are to be given to each participating teacher.

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All Act 48 Forms are found on the CSO website [www.eriescd.org/](http://www.eriescd.org/) with a revision date of 8/08.

## **Event that teacher(s) attends not hosted by an Act 48 Provider**

**Step 1:** Principal / Teacher must complete an Event Approval Form and send to CSO two weeks prior to the event.

**Step 2:** CSO will e-mail the teacher that the event / activity has approved or is not being approved.

**Step 3:** After the event / activity has been complete along with all requirements, the teacher should send the following packet to CSO: Summary Form, document indicating completion of event, and an evaluation.

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## **Curriculum Committee Work**

**Step 1:** At each meeting, all participants should sign-in.

**Step 2:** The chair of the committee must complete a log which summarizes the work done.

**Step 3:** At the end of the year, the chair of the committee should send the following packet to CSO: Summary Form, sign-in sheet(s), and logs.

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## **Contact Information:**

All documentation for the CSO should be sent to the attention of Kim Lytle, Director of Curriculum and Teacher Personnel, Diocese of Erie  
P.O. Box 10397, Erie, PA 16514.  
Questions concerning the processing of Act 48 Hours should be directed to [klytle@eriescd.org](mailto:klytle@eriescd.org) or 814-824-1248.