

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE:

**Individual Professional Development Plan (IPDP) –  
Workshop CEU Verification**

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<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>		
<b>Street Address</b>				
<b>City</b>		<b>State</b>		<b>Zip Code</b>
<b>Work Phone</b>				<b>Work Fax</b>
<b>Email</b>				
<b>Home Phone</b>				
<b>Position</b>				
<b>Date</b>				

Number of contact hours of workshop instruction: \_\_\_\_\_

A workshop aligned with your goals and approved by the LPDC will equal .1 CEU for each clock hour of contact time.

**1. Rationale**

Explain how this CEU activity helps fulfill the goals in your IPDP, and what follow up activities supported the goals from this workshop.

2. Describe how you might apply what you have learned, or how you shared your new knowledge with colleagues.

3. Describe future related professional development work you may pursue.

**4. Attachment**

Attach the workshop program or synopsis indicating the workshop dates(s), daily agenda with times, and a description of workshop goals, content, and activities.

<b>Office Use</b>
Date Reviewed _____
CEUs Assigned _____

\_\_\_\_\_  
Signature