

SCACS Continuing Education Attendance Voucher

Directions

- This form is required when the professional development is in Category B OR when a certificate or attendance voucher is not issued by the provider of a Category A professional development activity.
- Copy the preapproval form on the back of the attendance voucher or staple them together (one per participant). Both parts **must** be included.
- To renew certification, teachers will submit the completed two-sided form and any other renewal paperwork.
- For certificate renewal, no more than 1/3 of contact hours may be from Category B.
- Activities must meet all continuing education requirements as described in FAQ 6-12.

Participant Information

Name _____ Email _____

Certification Title(s)

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Secondary | <input type="checkbox"/> Specialist (Bible, CIT, |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> All-Level (Music, Art, PE) | Counseling) |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Special Education | <input type="checkbox"/> Administrator |

Current Certificate Endorsement(s) (Elementary Ed, Music, Math, etc.) _____

Professional Development Activity Information

Class or Seminar Title _____

Instructor Name _____

Date(s) and times of class or seminar _____ Number of direct instructional hours _____

Location the class or seminar was held _____

School Information

School Name _____ Email _____

City, State _____ Phone _____

Administrator's Signature* _____

**Administrator's signature verifies the attendance of participant at class or seminar.*

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