

# OTTAWA-GLANDORF SCHOOLS

## CEU PRIOR APPROVAL

Complete and submit this form to the LPDC when  
**Prior Approval** is needed for CEUs.

Rev 9-2018

EMPLOYEE REQUEST

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Hours Needed to Complete Activity \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Total CEUs Requested for this Program \_\_\_\_\_ CEU Option (*see LPDC website*) \_\_\_\_\_

Write a brief description of the proposed activity (*include provider*). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe how this activity will enhance your skills and help you to grow professionally.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how this proposed activity relates to district, building and/or personal goals.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the benefits of this activity can be shared with either community or staff members, describe how and with whom you share it:

\_\_\_\_\_

\_\_\_\_\_

APPROVAL

PRELIMINARY APPROVAL OF LPDC GRANTED:

LPDC Signature \_\_\_\_\_

CEU ACTIVITY VOUCHER or CERTIFICATE OF COMPLETION required for final approval.