

**NEW JERSEY TEACHERS' PROFESSIONAL DEVELOPMENT DOCUMENTATION
PLEASE PRINT**

NJ School of Conservation
1 Wapalanne Road
Branchville, NJ 07826
Phone: (800) 624-7780 Ext. 3
Fax: (973) 948-5131

Teacher Name: _____

School Name: _____

Total PD Hours: _____

Session Name	Indicate Observed or Taught For Each Session	Time Started	Time Ended	Date	Total Hours

I certify that the above information is an accurate accounting of the professional development activities *and that I have read the guidelines on the back of this page.*

Teacher Signature

Date

School Coordinator Signature

Date

NJ School of Conservation will e-mail the letter of recommendation for professional development hours to you. Please enter your email address below:

E-Mail: _____

If you do not provide an email address, your letter will be mailed to your school address we have on file.

Thank you.

Professional Development Guidelines

If you, or your teachers, would like to receive New Jersey Professional Development credit for your or their experiences at the New Jersey School of Conservation (NJSOC) the following important information applies:

- Inform your teachers that they may be eligible for New Jersey Professional Development credit for their teaching and/or observation of NJSOC sessions.
- At least two weeks prior to your arrival, provide our Program Coordinator, Lisa Mills, with the names of each of your teachers that will teach and/or observe any sessions, and which sessions they will teach and/or observe while at NJSOC.

Credit will be recommended *one time only for the same session taught and/or observed.*

For example if you observe a Black Bear Ecology session, then teach 3 sessions of Black Bear Ecology while you are here, you have earned 4 hours of PDH; 2 hours for observing and 2 hours for instructing.

If the teacher's name is not listed on the schedule prepared by NJSOC, we cannot recommend professional credit.

This form must be signed by the authorized Coordinator of your school's trip to NJSOC.