

# Professional Development Alternative Documentation Form For Children's Integrated Services Staff

*Use this form if no other verification from the trainer/training organization is available.  
(use additional space as needed)*

## Description of acceptable professional development (PD):

In order for professional development participation to be recognized toward completing requirements for CIS agreements, professional development must:

- Aligns with the Division for Early Childhood, Council of Exceptional Children's Early Interventionist/Early Childhood Special Educator (EI/ECSE) Standards
- Is provided by a reputable organization – **(need to create a definition)**
- Provide verification of full participation that all hours were attended, including a supervisor's signature
- One page per training is required.
- This certificate is only intended for the EI Certification process and does not meet CDD BFIS Requirements.

**Name of staff:** \_\_\_\_\_

**Date of Professional Development:** \_\_\_\_\_

(must be current: within 5 years of the EI certificate application/reapplication date)

**Number of hours attended:** \_\_\_\_\_

**DEC EI/ECSE Standard relevant to the PD:** \_\_\_\_\_

**What organization and trainer offered the PD:** \_\_\_\_\_

**Description of PD:**

**Description of how this PD opportunity was relevant to your work:**

**Supervisor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Signature represents verification of the actual hours attended (documented above)*