Agua Fria Union High School District No. 216

PROFESSIONAL DEVELOPMENT
VERIFIED HOURS FOR CERTIFICATE RENEWAL:
FORM C

CERTIFICATE RENEWAL

Complete **Form C for Certificate Renewal and Verification of Professional Development Hours:**

1. **Attach a copy of each professional development certificate that indicates professional development hours earned for individual workshops, in-services, etc.**
2. Have your site principal/supervisor sign this form verifying the total number of professional development hours completed.
3. Bring this completed form for Certificate Renewal (with attachments) to the Human Resources Department along with your completed Arizona Department of Education "Application for Certificate Renewal" for final approval.
4. A copy of this form (without attachments) will be returned to you for your records.
   A second copy will be placed in your personnel file.

_____ has completed _____ Professional Development Hours
Name of Certified Staff Member (Please Print) number of hours

between the dates of _____/_____/_____ and _____/_____/_____
month/day/year month/day/year

(Please remember that Professional Development Hours must be completed between the issue and expiration dates of your current and valid Standard Certificate).

Please check your current site:

- ❑ Agua Fria High School
- ❑ Desert Edge High School
- ❑ Millennium High School
- ❑ Verrado High School
- ❑ New Directions Alternative Program
- ❑ Coldwater Academy Alternative Program
- ❑ District Office

I verify that the above-named certified staff has completed the number of Professional Development Hours indicated above.

_____ _____
Site Principal/Supervisor (Must be signed by administrator) Date