



	Teacher's Signature	Administrator's Signature
<p>I have at least a bachelor's degree. I have a minimum of 24 hours of credit in the content area I teach for the major portion of the day, and I am actively enrolled in courses to complete the specified 12 hours of professional credit*. I understand that I must take a minimum of 6 credits per year, and must obtain all credits within 2 years. I understand that local administrators have discretion over the courses that I take.</p> <p><b>Summary:</b></p> <ul style="list-style-type: none"> <li>• Have 24 credits* in assigned field</li> <li>• Enrolled in program to obtain 12 hours of professional education as determined in consultation with my principal.</li> </ul> <p><b><u>Complete and submit Form B for review</u></b></p>		

\* Please see Form A or Form B for guidelines for Professional Education Credits.

In addition to the above requirements I must also:

- Obtain 8 Continuing Education Credits (CEU) within each five year period (3 in content area and 5 in general area)
- Attend all Diocesan sponsored in-service programs
- Attend other professional development as determined by my principal
- Be observed by an administrator or designee at least twice throughout the year
- Meet the additional requirements of a new teacher if I have less than three years experience

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**Copy to teacher, principal and CSO**