



Barbour County Schools

Staff Development Activity Log 2023-2024

Employee Name-_____

School/Location-_____

Each employee is mandated by WV Code to attain eighteen (18) hours of Continuing Education (CE) on an annual basis. Failure to attain the mandated CE time may result in disciplinary action up to, and including, termination. Each employee must keep a record of the staff development sessions attended for the school year. This form shall be turned into the building principal or supervisor for a signature at the school/worksites who will keep it on file until requested by the Central Office. **KEEP A COPY FOR YOUR RECORDS. It is the responsibility of the employee to attend and keep track of their CE and to Sign-In at each session attended.** An employee may use this form to track their CE hours for professional development sessions.

Session Title	Date	Number of Hours
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Total Documented Continuing Education Hours=		
Employee Signature-	DATE-	
Principal Signature-	DATE-	
Director Signature-	DATE-	

*Please attach Proof of completion for any college hours claimed.