



## Barbour County Schools

### Staff Development Activity Log 2016-2017

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/worksite 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. If you are attending a CE Session that appears in Edivate, you must register for that class to get credit.** An employee may use this form to track their CE hours for professional development sessions that do not appear on Edivate. If you have an Edivate account, you may attach this log along with your Edivate Transcript to document your CE. Service Personnel CE Schedule is found at <http://www.wvschools.com/barbourcountyschools/>. Professional CE Schedule is found on the Edivate website.

Session Title	Date	Number of Hours
1. Opening Session: Goals and Direction for the District/Homeless Reporting/Parent Involvement.	Aug. 10, 2016	2
2. Policy/Handbook Training	Aug. 10, 2016	1
3.		
4.		
5.		
6.		
7.		
8.		
<b>Total Documented Continuing Education Hours=</b>		
Employee Signature-	DATE-	
Principal Signature-	DATE-	
Director Signature-	DATE-	

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