Annual Discipline-Specific Professional Development Documentation and Verification Form

Prior to starting the form, discuss and have prepared with the High School Instructor, the following:

Course and Participant Information

1. **Overall Course Information.**
2. **Faculty Liaison Name/ Email Address.**
3. **High School Instructor Name/ Email Address.**

Professional Development Information

4. **Overall professional development activity information including the title, provider/organization, time duration, type (optional).**
5. **Upload of the agenda/program and certificate of completion.**

Professional Development Selection and Purpose

6. **Explain why this activity was selected and how it supports your discipline and Concurrent Enrollment course.**
7. **Identify two key takeaways from the activity**

Professional Collaboration Evidence and Summary

8. **Identify the academic alignment and course-related topics of the professional development activity.**
9. **Summarize the discussion, including selected topics, decisions made, recommendations, or next steps related to the Concurrent Enrollment course.**

Application to the Concurrent Enrollment Course

10. **Identify one specific change, strategy, activity, assessment, resource, or instructional practice that will be incorporated or strengthened as a result of this professional development. Address:**
    - What will be implemented or strengthened?
    - Where will it occur within the course?
    - How will it improve course alignment, instruction, assessment, or student learning?
    - Target Implementation Timeline: