



Diocese of Wilmington – Catholic Schools Office

**PROFESSIONAL DEVELOPMENT (PD) PRE-APPROVAL FORM
FOR SCHOOL-BASED CLOCK HOUR CERTIFICATES**

Please complete this form and return it to Carol Ripken (cripken@cdow.org) in advance of the PD experience. Schools may not produce a certificate for clock hours or request that the Catholic Schools Office (CSO) produce a certificate without this form being signed and returned to the school by a CSO official.

School:

Person requesting approval:

Title of PD Experience:

Description of PD Experience:

Name/Title/ Company or Organization of Presenter(s):

Relevance of the PD Experience:

Date(s)/Time(s) of
PD Experience:

Number of clock hours
requested for each participant:

Are clock hours being requested for the presenter(s)?

CSO Signature / Date for Approval: