



PRE-APPROVAL PROCESS FOR SCHOOL-BASED PROFESSIONAL DEVELOPMENT

Educators may receive clock hours for school-based professional development **IF pre-approval from the Catholic Schools Office has been obtained.** The administrator, or designee, should submit a PROFESSIONAL DEVELOPMENT PRE-APPROVAL FORM to the Associate Superintendent for approval **no later than one week prior to the professional development experience.** This form can be completed electronically and emailed to the Associate Superintendent. Once the administrator, or designee, has received a signed pre-approval form, he/she may generate a diocesan professional development certificate using the template provided on the CSO intranet.