



**DIOCESAN WAIVER
PROFESSIONAL DEVELOPMENT CLOCK HOUR FORM
JULY 1, ____ THROUGH June 30, ____**

As a contingency of your diocesan waiver from licensing/certification, you are required to complete a minimum of 20 hours of professional development each year. Prior to signing your Employment Agreement each year, you must submit a copy of this form to your administrator, along with the appropriate documentation (certificate, letter, transcript) verifying your attendance in each professional development experience listed. Please review Criteria for Approved Professional Development Hours on the CSO intranet to be sure you are following the guidelines for approved clock hours.

CLOCK HOURS EARNED	TITLE OF PROFESSIONAL DEVELOPMENT EXPERIENCE	DATE COMPLETED
TOTAL HOURS EARNED *	*Minimum of 20 hours per year	
Name (printed)		School
Signature		Date