



**Early Educator Support, Licensure & Professional Development Office
Early Education Unit
Education and Quality Section**

Checklist for Recording Required EESLPD PD for Teachers and Site Administrators

Teachers and Site Administrators are required to complete a series of professional development activities as listed below. Record the date you attended the PD and the date you completed the activity and printed the certificate. **Site Administrators will send a copy of the completed form(s) to the Local NC Pre-K Contract Administrators.**

Name _____ Teacher ____ Site Administrator ____

Title	Date attended	Certificate – yes or no
General Orientation (2 hours)		
NC Teacher Evaluation Training – (2 hours) - Track A (webinar)		Tracks A, B, C & Day 2 = 1.2 CEUs
NC Teacher Evaluation Training – (2 hours) - Track B (webinar)		Tracks A, B, C & Day 2 = 1.2 CEUs
NC Teacher Evaluation Training – (2 hours) - Track C (webinar)		Tracks A, B, C & Day 2 = 1.2 CEUs
NC Teacher Evaluation Training – (6 hours) - Day 2 (face-to-face)		Tracks A, B, C & Day 2 = 1.2 CEUs
Writing SMART Goals for PDPs – webinar (2 hours)		
Licensure Webinar (2 hours)		
NC Foundations for Early Learning and Development Overview- Revised (face-to-face -5 hours – Contact your local CCR&R or Smart Start Partnership) <i>(Teachers who are on the waiting list without an evaluator and/or mentor)</i>		
NC Foundations for Early Learning and Development aligned with the NC Professional Teaching Standards (face-to-face: CEUs TBD) <i>(Teachers who have an assigned evaluator and/or mentor)</i>		

Note: Keep a copy of this form in your Professional Development folder with copies of the training certificates. Teachers, give a copy to the site administrator.