

2024–2025 Professional Development Activities

Business, Marketing, and Public Administration

Name	Content Area
School/ Institution	Home Address, City, State, Zip Code
Email Address	School Address, City, State, Zip Code
Home Phone/ School Phone	Number of Credits Requested (<i>Maximum 5 credits</i>)

Important Information:

- ****NOTE: DO NOT REGISTER WITH CSU BEFORE RECEIVING CONFIRMATION OF CREDITS. AFTER CONFIRMATION, YOU MUST REGISTER & PAY WITH CSU TO RECEIVE THE CREDITS**
- Activities to be completed July 1, 2024 – June 30, 2025
- **Due Date is July 15, 2025**
- 1 credit = 15 hours of professional development
- Only whole credits may earned (NO HALF CREDITS)
- **Please add attachment or link to documentation – all documentation can be on the same document (make sure sharing permissions allow for viewing)**

Email (preferred) or mail this sheet and documentation to:

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 CCCS
 9101 E Lowry Blvd
 Denver, CO 80230-6011
jennifer.cormier@cccs.edu

Business and Marketing Activities, including FBLA and DECA

X	Dates of Attendance	Activity	Number of Credits	Documentation Needed	Link to Documentation (can all be on the same link – just share link once)	Verification
		CTSO Board of Directors or CBAM Board of Directors	1.5	Dates and minutes link		
		FBLA Adviser Q A Sessions	.5	(Attended at least 4) Proof of attendance and short reflection of each session		

		CBAM Fall Conference	1	Poof of attendance and paragraph reflection		
		Be the Host for DECA/FBLA Invitational	1-2	Provide details of event and proof of 15 hours of work per credit hour (estimated hourly breakdown works)		
		DECA & FBLA Fall Leadership Conference	.5	Proof of attendance and paragraph summary		
		DECA Western Region Conference	1	Attendance at a minimum of 15 hours Certificate of attendance		
		DECA/FBLA District Competition (Earn up to 1 if at both FBLA/DECA)	0.5	Proof of student attendance		
		DECA/FBLA Competitive Events Committee	1	Committee minutes (proof of attendance)		
		FBLA and/or DECA State Conference (Earn up to 2 if at both)	1	Proof of student attendance 1-2 Paragraph summary reflection		
		National/International Leadership Conferences (professional development hours only – not just for attendance)	0.5	Proof of attendance and paragraph reflection of event		
		NBEA Conference	1	Proof of attendance and paragraph reflection		

		MBA Research Consortium Conclave Conference	1	Proof of attendance (certificate) and paragraph		
		CACTE conference	1	Proof of attendance and paragraph reflection of event		
		ACTE conference	1	Proof of attendance and short reflection of event		
X	Dates of Attendance	Activity	Number of Credits	Documentation Needed	Link to Documentation (can all be on same link with labels)	Verification
		Fall New Teacher Training	0.5	Paragraph reflection of event		
		Winter New Teacher Training	0.5	Paragraph reflection of event		
		New Teacher Mentor Program	variable	Verification by Aly Johnson & reflection		
		Recognized Business Industry Certification (from CDIP list) earned by instructor – Note, can't receive grad credit for this elsewhere	1-5	Certificate, proof of hours completed, brief reflection on how it will support your role (15 hours = 1 credit)		
		Middle or Level 1 High School Course Taskforce	variable	.5 credits for every 7.5 hours spent. Provide breakdown of time spent		
		Additional CTE specific professional development or certifications (Note: This does not include general PD from schools, must be CTE specific and cannot be applied toward other credit)	variable	Contact hours/certificate, overview/outcome of PD, & 2+ paragraphs on takeaways from the PD that you can use in your CTE classroom		

*** CSU does not take partial credit, so if your partial credits don't add up to a total of 1, please do not add them. (Unfortunately they can only be submitted if combined.)**