

2025–2026 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 completed July 1, 2025 – June 30, 2026
- **Due Date is July 10, 2026**
- 1 credit = 15 hours of professional development
- Only whole credits may registered/paid for (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)**

Submit this document and all supporting documents to:
[CSU Credit Submission Form](#)

Questions?

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 Program Director, BMEF
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Please note: You will need to register and pay for the CSU Credits directly through CSU AFTER this document has been approved. The deadline for CSU registration/payment is July 20, 2026. The closer to the July 10th deadline you submit this document, the less time you will have to register and pay through CSU.

Business and Marketing Activities, including FBLA and DECA

X	Date(s) 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 of attendance and minutes Paragraph reflection on benefits of leadership		
		FBLA Q&A Sessions	.5	(Attended at least 4) Proof of attendance and short reflection of each session		

X	Date(s) of Attendance	Activity	Number of Credits	Documentation Needed	Link to Documentation (can all be on the same link, just share link once)	Verification
		CBAM Fall Conference	1	Proof of attendance and paragraph reflection of learning or benefits of attending		
		Host a DECA/FBLA Invitational	1-2	Provide details of the event and proof of 15 hours of work per credit hour (estimated hourly breakdown is ok)		
		DECA & FBLA Fall Leadership Conference	.5	Proof of attendance and paragraph reflection of event		
		DECA Western Region Conference	1	Attendance at a minimum of 15 hours. Certificate of attendance and reflection of learning.		
		DECA/FBLA District Competition (Earn up to 1 if at both FBLA/DECA)	.5-1	Proof of student attendance. Paragraph of contribution.		
		DECA/FBLA Competitive Events Committee	1	Committee Minutes (proof of attendance)		

X	Date(s) of Attendance	Activity	Number of Credits	Documentation Needed	Link to Documentation (can all be on the same link, just share link once)	Verification
		FBLA and/or DECA State Conference (Earn up to 2 if at both)	1-2	Proof of student attendance. 1-2 paragraph summary reflection of event and/or your contribution.		
		FBLA National and/or DECA International Conference (Earn up to 2 if at both)	1-2	Proof of student attendance. 1-2 paragraph summary reflection of event and/or your contribution.		
		NBEA Conference	1	Proof of attendance and paragraph reflection of learning and/or benefits of attending this conference.		
		MBA Research Consortium Conclave Conference	1	Proof of attendance and paragraph reflection of learning		
		CACTE Summit	1	Proof of attendance and paragraph reflection of learning and/or benefits of attending this conference.		

X	Date(s) of Attendance	Activity	Number of Credits	Documentation Needed	Link to Documentation (can all be on the same link, just share link once)	Verification
		ACTE Vision	1	Proof of attendance and paragraph reflection of learning and/or benefits of attending this conference.		
		Fall New Teacher Training	.5	Paragraph reflection of learning		
		Winter New Teacher Training	.5	Paragraph reflection of learning		
		New Teacher Mentor Program	.5-1	Verification by Aly Johnson & reflection of how the program helped develop you as a new BMEF teacher		
		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		
		Middle School or Level 1 High School Course Taskforce	Variable .5 credit for every 7.5 hours spent	Provide breakdown of hours and brief reflection of contribution		

X	Date(s) of Attendance	Activity	Number of Credits	Documentation Needed	Link to Documentation (can all be on the same link, just share link once)	Verification
		CLNA Roadshow: Participated in full day event	.5	Proof of attendance and paragraph reflection of event and how you contributed		
		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.***