

**CHITTENDEN EAST SUPERVISORY UNION #12  
LOCAL STANDARDS BOARD  
P.O. Box 282  
Richmond, Vermont 05477**

**AGGREGATE CREDIT DOCUMENTATION FORM**

Name: \_\_\_\_\_

The Chittenden East Supervisory Union Local Standards Board will allow teachers attending workshops, conferences and training sessions that have less than 15 contract hours to accumulate contact time equal to 15 hours for relicensing credits if the content is related. **The hours must be accumulated within three (3) academic years and must be related to one goal in your IPDP.**

You may earn up to four of the nine relicensing credits required per licensing period in this manner. This form does not require prior approval.

**INSTRUCTIONS:** Complete the information below. Attach this form to all Professional Development Forms and evidence of participation that documents activities for which you request aggregate credit. Submit all forms when the total contact hours reach 15.

1. To which goal from your current IPDP do these activities relate? \_\_\_\_\_
2. List completed activities, making sure that you document the contact hours with certificates.

Activity	Contact Hour(s)	Date(s)

Total hours accumulated toward this goal: \_\_\_\_\_

Describe how you plan to incorporate these activities into your teaching.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date started: \_\_\_\_\_ Date completed: \_\_\_\_\_

5. Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. Final Approval signature LSB Chair: \_\_\_\_\_ = credits: \_\_\_\_\_ Date: \_\_\_\_\_