

INDIVIDUAL STAFF PROFESSIONAL DEVELOPMENT RECORD

Staff Name _____ Date of Employment _____/_____/_____

Required Hours of Professional Development _____ # of Hours Worked Annually _____

Title of Training (topic discussed)	Date of Training	# of Hours	Name of Trainer of Training Organization

EXAMPLES OF REQUIRED HOURS OF PROFESSIONAL DEVELOPMENT

(1% OF TOTAL HOURS WORKED ON AN ANNUAL BASIS)

Based on 50 work weeks per year with a 2 week vacation

hours worked per week	# weeks worked per year	required hours of professional development
40 hours x	50 weeks = 2000 hours x	1% = 20 hours
35 hours x	50 weeks = 1750 hours x	1% = 18 hours
30 hours x	50 weeks = 1500 hours x	1% = 15 hours
25 hours x	50 weeks = 1250 hours x	1% = 13 hours
20 hours x	50 weeks = 1000 hours x	1% = 10 hours
15 hours x	50 weeks = 750 hours x	1% = 8hours
10 hours x	50 weeks = 500 hours x	1% = 5 hours
5 hours x	50 weeks = 250 hours x	1% = 3 hours

Based on 39 work weeks per year with a 2 week vacation

hours worked per week	# weeks worked per year	required hours of professional development
40 hours x	39 weeks = 2000 hours x	1% = 16 hours
35 hours x	39 weeks = 1750 hours x	1% = 14 hours
30 hours x	39 weeks = 1500 hours x	1% = 12 hours
25 hours x	39 weeks = 1250 hours x	1% = 10 hours
20 hours x	39 weeks = 1000 hours x	1% = 8 hours
15 hours x	39 weeks = 750 hours x	1% = 6 hours
10 hours x	39 weeks = 500 hours x	1% = 4 hours
5 hours x	39 weeks = 250 hours x	1% = 2 hours