

# Staff Development Log Non-Certified

**Instructions:** Following the completion of each staff development activity, enter the appropriate information in this log. Present the supportive documentation with the log to your principal or supervisor for his/her signature. Keep the supportive documentation in your personal files. At the end of each semester, if your renewal credits total one (1) or more, **you** should submit this log to the Human Resources Office, for entry into the HRMS for record keeping purposes.

Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Last Four Digits SSN \_\_\_\_\_

Dates (s) of Activity	Title of Activity	Location	Sponsoring Agency	Regular Renewal Credits	Technology Renewal Credits	Regular Reading Credits	Content Area	Principal Credits

Do not submit logs with fewer than one (1) renewal credits to the Human Resources Office.  
Copies of individual certificates are not required for the HRMS Department.