

INSTRUCTIONS TO SUBMIT CONTACT HOURS TO THE ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER

1. Workshop Name - Please do not list it as "Professional Development" - enter name of the workshop.
2. Workshop Date - Date of the professional development/workshop/meeting.
If there are multiple dates of the same workshop/meeting/PD during the school year, please specify each date on the registration form and submit one form at the end of the school year. Be sure to list all dates and a sign-in sheet and outline or agenda must be submitted for each date listed.
3. Workshop Location - Building where the meeting took place.
4. Workshop Time - Fill in the exact time of the workshop. **Please take into account breaks and lunch - this time cannot be included.**
5. Total Contact Hours - The total hour should match the workshop time.
Examples: 10:00 to 12:00 = 2 contact hours 2:00 to 3:30 = 1.5 contact hours
6. Workshop Goal(s) – Fill out this section with each goal(s) of your PD/workshop. Match with Educator Standards
<https://education.ohio.gov/Topics/Teaching/Educator-Equity/Ohio-s-Educator-Standards>
7. Facilitator – The facilitator's printed name and signature is required.
8. If you submit a list of employees with several workshops listed and attendance recorded, please email that Excel spreadsheet or Google sheet to Christina Ray also.

Directions and form can be found on the ACESC website under the "More" and then "Resources" tabs (<https://www.ashtabulaesc.org/resources>).

Submitted electronically to christina.ray@ashtabulaesc.org, drop off at ACESC, or mail to the Educational Service Center, 2630 West 13th Street, Suite A, Ashtabula, OH 44004.