

PDSL-2 KEY

Date of Activity – Record all date(s) of activity attended/completed.

Title – official name of activity/course.

***Internal/External** – Activities sponsored by CCBMR/DD = I (Internal)
Activities sponsored by other agencies = E (External)

*Refers to Sponsoring Agency

of Sem Hours – Enter the actual number of

CEU credits received

PDU

Related IPDP Goal # - refer to your approved individual professional development plan (IPDP) goals.

Supporting Documentation – catalog course description, workshop, conference flyer agenda, program syllabus, etc.

Attendance Certificate/Signature – attach your certificate of attendance or signed ODMRDD log to verify attendance.

Transcript sent to HR – send an official transcript to Human Resources (Val Funtik) to verify course completion.