



ORANGE COUNTY SCHOOLS

REQUEST for CEU APPROVAL
for Substitutes & Other Temporary Employees

Substitutes and other temporary employees who participate in Orange County Schools' professional development should complete this form and submit to the Director of Professional Development for CEU approval.

Section I: Request for CEU Approval

Name _____

Title of Workshop	Date	Time Frame	Location	Signature of Workshop Presenter

Applicant's Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

Section II: Review and Approval

Director of Professional Development Review: Approved Disapproved

Credit/Contact Hours _____ Signature _____ Date _____

Important: The applicant must have signatures from the workshop presenter for each session s/he attended or the Request for CEU Approval will not be approved.

For additional information contact:
Vickie Smith, Director of Literacy and Professional Development
245-4001 ext 15505; email: vickie.smith@orange.k12.nc.us OR
Gwen Moore, Lead Office Support ext 12710; email: Gwendolyn.moore@orange.k12.nc.us

Return completed forms to Vickie Smith at Central Elementary.