

Application for Renewal of Approved Professional Development Guidance

Application Category	Explanation
Title of Professional Development	Provide the title as it appears on the current approval.
Approval Code and Expiration Date	List the Approval Identification Code and the Expiration Date.
Professional Development Provider(s)	Provide each provider's name and affiliation. Any change, including adding providers, requires that a current résumé be submitted for each new provider.
Contact Information	Provide the phone number and email address for the application contact.
Participation	Indicate the number of participants who attended this PD and received this approval ID code during this approval period.
Participant Evaluation Results	Indicate the number of individual participant evaluations completed. Submit a summary of evaluation results for all participants (<i>e.g.: 85% of the 200 participants rated the content of the session as very relevant to their work; 60% commented that they would have like to spend more time in small group discussion; 40% responded that they still have questions about specific content</i>).
Proposed Changes	Describe any revisions you will make to the content or format of the PD based on participants' feedback. Explain how each change will improve the session. Remember to report any modifications that were previously granted and will remain in place. If you conclude that no changes are necessary, provide the rationale for that decision.
Updated Reference List	List any new and/or additional references. Include the following information for each reference: <ul style="list-style-type: none"> • Author(s) • Title of book, journal, or article • Publication date • Publisher (or complete URL for internet reference)
Copyright Attestation	Renewal applicants must agree to the following Copyright Attestation statements: <ul style="list-style-type: none"> • Acquire the necessary permissions (including a license, if applicable) to access and use all print, audio and visual materials submitted in this professional development presentation. • Ensure that the use of the materials in the professional development presentation does not include any works that will infringe the rights of any other individual or entity.

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