Oklahoma Department of CareerTech   
Superintendent Professional Development Reporting Form

Complete Multiple Forms if Necessary. Email completed form and documents to [certify@careertech.ok.gov](mailto:certify@careertech.ok.gov).

**You can also mail to Laurie Richison, ODCTE, 1500 W 7th Ave, Stillwater, OK 74074**

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| Name (Last, First, MI): Click here to enter text. | School/Campus: Click here to enter text. |
| Email Address: Click here to enter text. | Last 4 Digits of SSN: Click here to enter text. |
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| Report the type and duration of Professional Development activities below. Email supporting documentation to [certify@careertech.ok.gov](mailto:certify@careertech.ok.gov%20) | |
| State Board of Career & Technology Education Meeting | Date Completed: Click here to enter text. |
| Technology Center Board Meeting (at a different Tech Center) | Date Completed: Click here to enter text. |
| Annual CareerTech Summer Conference | Dates Completed: Click here to enter text. |
| Annual Technology Center Superintendents June Workshop | Dates Completed: Click here to enter text. |
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| 36 hours required in these areas:  Superintendent/BOE Relationships; Legal Issues/School Law/Open Meeting Laws; Staff Relationships/Due Process; Community & Industry Relationships; Tech Center Finance; Plant Mgmt/School Facilities;  Setting District Site Goals/Strategic Planning/Planning & Implementing Continuous Improvement Strategies | |
| **Date / Time / Duration / Description** | **Applicable Area** |
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Superintendent Signature Date ODCTE Administrator Signature Date