

**2016 – 2017 Professional Development Activities**  
***Business, Marketing, and Public Administration***

Name	Content Area
School/ Institution	Home Address, City, State, Zip Code
Email Address	School Address, City, State, Zip Code
Home Phone/ School Phone	Number of Credits Requested ( <i>Maximum 5 credits</i> )

*Important Information:*

- Activities are to be completed between July 5, 2016 – July 4, 2017
- **Due Date is July 17, 2017**
- 1 credit = 15 hours of professional development
- 1 credit costs \$59.00

Send this form and documentation to:  
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**Business Education and Public Administration Activities**

X	Dates of Attendance	Activity	Number of Hours	Documentation Needed	Comments	Verification
		2016 CTE Regional Meeting Attendance	15	Completed Program of Study document for 1 program pathway		
		FBLA/PBL Board of Directors		Summary of activities.		
		FBLA/PBL State Officer Adviser		Summary of activities.		
		FBLA/PBL Fall Leadership Conference (State)		Summary of activities.		
		Colorado Business Educator Conference (CBE)		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		FBLA/PBL National Fall Leadership Conference		Attendance of a minimum of 15 hours. Summary of activities.		

X	Dates of Attendance	Activity	Number of Hours	Documentation Needed	Comments	Verification
		Legislative Day on the Hill		Summary of activities.		
		CACTE Newsletter Article		Copy of article submitted.		
		FBLA/PBL Skill Judging		Summary of event(s) judged, evaluation of activity.		
		FBLA District Leadership Conference		Summary of activities.		
		Colorado Business Educators Newsletter Article		Copy of article submitted.		
		Business Education/FBLA Week Activities		Summary of activities planned/conducted.		
		National CTE Week Activities		Summary of activities planned/conducted.		
		CACTA Conference		Attendance of a minimum of 15 hours. Summary of sessions attended.		
		FBLA/PBL State Conference		Summary of activities.		
		Event Judging by Business and Industry		Attain commitment of 4-6 judges; provide all required information to State CTSO Director.		
		Region V Conference (ACTE)		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		NBEA Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		FBLA/PBL National Leadership Conference		Attendance at a minimum of 15 hours. Summary of activity.		
		FBLA/PBL Event Coordinator at NLC		Summary of activity.		
		MPBEA Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		Colorado ACTE (CACTE) Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		

X	Dates of Attendance	Activity	Number of Hours	Documentation Needed	Comments	Verification
		Business Content Team		Summary of activities.		
		CCCS sponsored Professional Development		Summary of activities.		
		New Teacher Orientation		Summary of activities.		
		MBA Research Consortium Conclave Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		ACTE Conference		Attendance of a minimum of 15 hours. Summary of sessions attended.		
		Other Activities (please describe)				

### Marketing Education Activities

X	Dates of Attendance	Activity	Number of Hours	Documentation Needed	Comments	Verification
		DECA State Officer Advisor		1 page summary of activities.		
		State DECA Advisory Committee		1 page summary of activities.		
		CMEA Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		DECA Western Region Conference		Attendance at a minimum of 15 hours. Summary of activities.		
		DECA District Competition		Summary of activities.		
		ACTE Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		DECA Competitive Events Committee		Summary of activities.		
		DECA State Conference		Summary of activities.		

X	Dates of Attendance	Activity	Number of Hours	Documentation Needed	Comments	Verification
		Event Judging by Business and Industry		Attain commitment of 4-6 judges; provide all required information to State CTSO Director.		
		Legislative Day on the Hill		Summary of activities.		
		Marketing Education/DECA Week Activities		Summary of activities planned/conducted.		
		National CTE Week Activities		Summary of activities.		
		CMEA Newsletter Article		Copy of article submitted.		
		CACTE Newsletter Article		Copy of article submitted.		
		CCCS sponsored Professional Development		Summary of activities.		
		CACTA Conference		Attendance of a minimum of 15 hours. Summary of sessions attended.		
		Region V Conference (ACTE)		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		International DECA Conference (ICDC)		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		Series Director at ICDC		Responsibilities include a minimum of 30 hours. Summary of activities.		
		Assistant Series Director at ICDC		Responsibilities include a minimum of 15 hours. Summary of activities.		
		MBA Research Consortium Conclave Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		MEA Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		

X	Dates of Attendance	Activity	Number of Hours	Documentation Needed	Comments	Verification
		Marketing Content Team		Summary of activities.		
		Colorado ACTE (CACTE) Conference		Attendance at a minimum of 15 hours. Summary of sessions attended.		
		New Teacher Orientation		Summary of activities.		
		Other Activities				
		Other Activities				
		Other Activities				