

Pacific Union Conference  
**Certificate Renewal**  
 Southeastern California Conference Application for Professional Activities Credits (PAC)  
**2015-2016 School Year**

Complete, sign &  
 return form by  
 email or fax to  
 SECC Office of  
 Education  
 on or before  
 6/10/2016

Please do not modify form - complete only the fillable areas  
 Please list only those activities for which you did not receive actual college credit.

DATE	TEACHER	SCHOOL	CLOCK HOURS POSSIBLE	CLOCK HOURS EARNED
June 8-26	NAD Summer Workshop		25 Clock hours per week	_____
June 9	Teacher 4 Teacher Mentees' Meeting		3 clock hours	_____
June 9-11	Religion Teacher In-service for Encounter		25 clock hours	_____
June 10-12	DI Model Classroom Training		25 clock hours	_____
June 22	New Employees' Orientation		3 clock hours	_____
July 6-10	DI Convention-Las Vegas	3 Days-18/4 Days-24/5 Days	30 clock hours	_____
July 13-17	EXCEED Workshop		5 Days - 50 clock hours	_____
July 26	Superintendents' Council		4 clock hours	_____
August 12	New Employees' Orientation		3 clock hours	_____
August 13	Train the Trainer		3.5 clock hours	_____
August 17	Teacher 4 Teacher Mentees' Meeting		4 clock hours	_____
August 18	By Design Science In-service, Grades 5-6		5 clock hours	_____
September 8-10	Pacific Union College Publication Workshop		8 clock hours	_____
September 20-21	Union Multi-Grade Small Schools In-service		10 clock hours	_____
September 24-26	Student Leadership Conference		6 clock hours	_____
September 29	By Design Science In-service, Grades 7-8		5 clock hours	_____
October 4-5	ECEC In-service		8 clock hours	_____
October 5	Registrars' In-service		5 clock hours	_____
October 6	Focus on Learning In-service		5 clock hours	_____
October 7-8	Union K-12 Curriculum Committee		12 clock hours	_____
October 12	K-12 In-service		6 clock hours	_____
October 14	ESL Intro to Christianity		3 clock hours	_____
October 27	Counselors' Meeting		3 clock hours	_____
October 27	Teacher 4 Teacher Mentees' Meeting		6 clock hours	_____
November 10	Train the Trainer Follow-Up		5 clock hours	_____
November 11	SECC K-12 Curriculum Committee		5 clock hours	_____
November 16	Educational Leadership Council		3 clock hours	_____
November 17-18	Fall Educational Council	1 Day-7/2 Days	-14 clock hours	_____
December 9	Teachers' Advisory Committee		4 clock hours	_____
January 25-26	Union Secondary Subject Health/PE In-service	1 Day-8/2 Days	-10 clock hours	_____
February 2	Educational Leadership Council		4 clock hours	_____
February 3	Superintendents' Council		4 clock hours	_____
February 24	SECC Technology Committee		5 clock hours	_____
February 29	Union Secondary Curriculum Committee		5 clock hours	_____
March 1	Union Social Studies/Physical Education In-services		2 clock hours /1 clock hour	_____
April 11	Educational Leadership Council		4 clock hours	_____
April 12-13	Spring Education Council	1 Day-7/2 Days	-14 clock hours	_____
April 20	Stepping Stones K In-service		4 clock hours	_____
April 25	Social Media & Human Trafficking In-service		4 clock hours	_____
May 18	Train the Trainer		3 clock hours	_____
June 6-24	NAD Summer Committee		25 Clock hours per week	_____
June 7	Teacher 4 Teacher Mentees' Meeting		3 clock hours	_____
June 7-9	DI Model Classroom Training		25 clock hours	_____
June 20-24	Exceed Workshop		5 days - 50 clock hours	_____
June 21	New Employees' Orientation		3 clock hours	_____
_____	ELT/EMT Meetings	Meetings Attended: _____	5 clock hours each	_____
_____	Education Board/Executive Committee		2 clock hours each/3 clock hours each	_____
_____	First Aid/CPR Training		3 clock hours	_____

**School & Conference Approved/Sponsored:** \_\_\_\_\_

**Professional Conferences/Meetings and Regional/National Conventions:**

**Professional Growth Book Certificate 2014-15: (NO PARTIAL CREDIT FOR A PORTION OF REQUIRED BOOKS)** 25 clock hours

*I have read 5 issues of The Journal of Adventist Education published during this school year and I have read 5 books from the GC/NAD Professional Growth Books 2016 (1 book from Group B and 4 additional books from two other headings - Groups A, C, D, E, F, G).*

**School Evaluations (Visiting Committee members or self-study coordinators only-see revised Criteria and Guidelines for clock hours):** 8 - 90 clock hours

**Supervision of Methods/Student Teachers [up to 4 quarter hours (100 clock hours) per certificate renewal]:**

**Description of Education Tours/Mission Trips: (Must have prior approval from SECC-cannot be a chaperone or go with a student group)**

Teacher's Signature \_\_\_\_\_

SECC Conference Superintendent's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

SECC Office of Education Use Only

Total Number of Clock Hours \_\_\_\_\_

Quarter Hours of Credit Earned \_\_\_\_\_