

**Hancock County Local Professional Development Committee
Explanation of Forms**

Form Name	Its Use	When to Submit
Individual Professional Development Plan Proposal (Blue)	<ul style="list-style-type: none"> - For initial plan proposal - To revise your Individual Professional Development Plan 	<ul style="list-style-type: none"> - Before beginning your activities to transition to a license or to renew a license - When your job assignment changes
Activity Verification Form (White)	<ul style="list-style-type: none"> - To record hours for Group 3 and 4 activities - To request preapproval for Group 4 activities 	<ul style="list-style-type: none"> - When applying for a license - Before beginning the activity
Final Requirement Checksheet (Green)	<ul style="list-style-type: none"> - To request renewal of a license - To request conversion of a certificate to a license 	<ul style="list-style-type: none"> - After January 1 of the year the certificate of license is to expire - Upon completion of all activity requirements
Activity Log (Yellow)	<ul style="list-style-type: none"> - To keep a record of accumulated hours and activities 	<ul style="list-style-type: none"> - When submitting Final Requirement Checksheet