

## *Request to Attend: Workshop/Conference*

*Please note that this form should be submitted to your immediate supervisor **ten days** prior to the workshop/conference. Once approved, a copy will be returned to you and should be put in your school's recertification file. Submit Form RPS 2a when you return from the workshop/conference.*

Name:
School:
Name of workshop/conference:
Location:
Date(s):
Total number of hours:

Describe how this activity meets one or more of the domains of professional competency.  
(See page 5 of the *Recertification Manual*.)

Discuss how this will benefit your instructional performance.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

<b>For office use</b>	
Approved by _____	Date _____