Bethlehem Area School District
Bethlehem, Pennsylvania

EVENT ATTENDANCE – SPECIAL EDUCATION TEACHER ASSISTANTS

Chapter 14 of the Pennsylvania School Code requires special education teacher assistants to complete 20 hours of professional development hours related to their assignments per school year. Hours must be completed on or before June 30 each year. According to the Collective Bargaining Agreement between the Board of School Directors and the Bethlehem Area Educational Support Personnel Association, compensation for 15 of the 20 hours will be at the contractual rate. Professional development hours must be approved by the Director of Special Education.

This form is to be completed for ***all*** events attended. If the event is on CPETracker, you must register there ***and*** complete this form. If the event is not on CPETracker, you must add it to receive credit for your hours.

Date: _____ Name: _____ Payroll School _____

____ District Event

____ Out-of -District Event Event Name _____ Event Date _____ Total No. of Hours _____

Event Location _____ Administrator/Instructor/Presenter _____

Signature of Administrator/Instructor/Presenter _____ Date _____

For out-of-district events, please attach a description and a certificate of completion (if awarded). Sign and forward to the Director of Special Education for approval.

_____ _____ _____ _____
Employee Signature Date Director of Special Education Signature Date

2012/sw