

# Ohio Department of Education

## Online Course Participation Form

Before beginning the course, it was recommended that you contact your Local Professional Development Committee (LPDC) to request pre-approval for this course and to check to see if your district LPDC has specific forms they require you to use (e.g. pre-approval forms, time logs, reflection forms). If you have district forms that you used, those may be uploaded to your e-portfolio and shared with members of the LPDC.

This form is provided as a possible template for individuals who need to submit verification of participation in professional development opportunities to their Local Professional Development Committee (LPDC). This form provides learners an opportunity to address the ways this course aligns to Ohio's Professional Development Standards and to allow for personal reflection on the course. Acceptance of this form and this course is up to the district LPDC.

<b>Educator Name:</b>			
<b>Online Course Title:</b>			
<b>Date of Course Completion:</b>		<b>Number of Hours:</b> <i>(Attach Time Log or LMS Progress - Time Spent)</i>	
<b>Course Instructor Name and Email:</b>		<b>Certificate Available?</b> <i>(If earned, attach certificate.)</i>	<b>Yes      No</b> <i>(please circle one)</i>
<b>Type of Professional Development:</b>	Online course hosted by the Ohio Department of Education		
<b>Course Goals and Objectives:</b> <i>(Found in Syllabus – can attach)</i>			
<b>Assignments and other Evidence of Course Completion:</b> <i>(Often found in Syllabus – can attach)</i>			

<p><b>Reflection Questions:</b> (Answer any or all of these.)</p>	<ol style="list-style-type: none"> <li>1. What idea from this course will you try next week? Next month? Next school year?</li> <li>2. What concepts or ideas caught your interest but you feel that you need to investigate further? What resources will you use for your investigations?</li> <li>3. Which colleagues will learn with you? Which colleagues will help hold you accountable to your plans?</li> <li>4. What suggestion, idea or concept seems like the easiest to try? Is there something that seems more difficult than the others? Why (not)?</li> <li>5. What did you hope to learn from this course that was addressed? What will you do with the new information/skill you now have?</li> </ol>
<p><b>Reflection Questions based upon Ohio's Standards for Professional Development:</b> (Answer any or all of these.)</p>	<ul style="list-style-type: none"> <li>• Standard 1: How has the PD been ongoing? -or- How will you extend this PD experience over time?</li> <li>• Standard 2: What data sources guided you toward this PD?</li> <li>• Standard 3: How does the PD include opportunities for collaboration?</li> <li>• Standard 4: How did the PD include varied learning experiences to accommodate adult learning needs?</li> <li>• Standard 5: Evaluate the PD as to its short- and long-term impact. Be as specific as possible.</li> <li>• Standard 6: How did the PD result in the acquisition, enhancement or refinement of skills and knowledge</li> </ul>