

## **CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE**

### **Charges**

1. To acquire continuing professional education approved-provider status for Keystone State Education Association
2. To award continuing professional education hours to conferees of the annual KSRA conference
3. To maintain records of the awarded continuing professional education hours

### **Duties of the Chair**

1. To contact the Pennsylvania Department of Education to acquire continuing professional education approved-provider status for KSRA
2. To award continuing professional education hours to conferees of the annual KSRA conference
3. To maintain records of the awarded continuing professional education hours
4. To forward one final roster from the conference to the Pennsylvania Department of Education, Bureau of Curriculum and Academic Services, providing information consistent with record fields established in the department's Professional Education Certification Data Management System
5. To maintain liaison with the Bureau of Curriculum and Academic Services and coordinator(s) of professional education
6. To prepare an annual report and submit a copy for file with the secretary (Bylaws Article VI, Section 12) and more frequently if requested by the president