

# RECORD OF PROFESSIONAL LEARNING HOURS - Educator

“It is the responsibility of each educator to keep all supporting documentation for professional learning and development opportunities in their professional development portfolio” (Professional Learning Guidelines, 2023, p.2) (Designation Agreement 4.7.6).

**FACILITY LICENCE NUMBER**

**FACILITY NAME**

**FACILITY EXPIRY DATE**

**EDUCATOR NAME**

**EMPLOYMENT ANNIVERSARY DATE**

<b>NAME OF PROFESSIONAL LEARNING OPPORTUNITY</b>	<b>NAME OF PRESENTER/EDUCATIONAL INSTITUTION/ ORGANIZER</b>	<b>DATE COMPLETED (DD/MM/YYYY)</b>	<b>NUMBER OF HOURS</b>	<b>NUMBER OF HOURS</b>	<b>ANNUAL (TOTAL COMMULATIVE)</b>	<b>PROOF VERIFIED (OPERATOR OR ADMINISTRATOR INITIALS)</b>