

MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION

Professional Development Record Form



Instructions:

MACTE requires all faculty provide evidence of at least one professional development activity in adult learning and instructional practice every three years. In addition, all instructors of online course delivery must provide evidence of at least one professional development activity in online course development and delivery every three years.

Complete the Professional Development Record Form for all faculty with all professional development completed in the past three years. Professional development should provide evidence that faculty are staying current in their field. Use the checkboxes to indicate the content covered in each professional development listed.

Please merge and upload all record forms as a single document to the Self-Study. If the program's MRO already utilizes a Professional Development Record Form, that form may be uploaded to the Self-Study in lieu of this form.

| Program Information | Faculty Member Information |
|---------------------|----------------------------|
| Program Name: | Faculty Member Name: |

Total Professional Development Hours:

| Date of Event <i>(mm/dd/yyyy)</i> | Description <i>(Title, Provider)</i> | Type of Activity <i>(Seminar, Workshop, Conference, Certification Course, Other – describe)</i> | Content Addressed <i>(Select the topic(s) covered)</i> | Total Hours for Event |
|--------------------------------------|---|--|--|-----------------------|
| | | | <input type="checkbox"/> Montessori topics/theory <input type="checkbox"/> Teaching adult learners <input type="checkbox"/> Online instruction/design <input type="checkbox"/> Business management <input type="checkbox"/> Other <i>(please specify):</i> | |
| | | | <input type="checkbox"/> Montessori topics/theory <input type="checkbox"/> Teaching adult learners <input type="checkbox"/> Online instruction/design <input type="checkbox"/> Business management <input type="checkbox"/> Other <i>(please specify):</i> | |
| | | | <input type="checkbox"/> Montessori topics/theory <input type="checkbox"/> Teaching adult learners <input type="checkbox"/> Online instruction/design <input type="checkbox"/> Business management | |

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