



2017-2018 MANDATORY FLEX DAY ACTIVITIES NONCREDIT VERIFICATION

PROCESS				
<p>Faculty – Upon attendance at activities and completion of form, submit to Professional Development FLEX Coordinator by the May 18, 2018 designated deadline.</p> <p>Professional Development FLEX Coordinator – Maintain accurate records for auditing purposes</p> <p>Please Print Clearly</p>				
FACULTY INFORMATION				
2017-2018 Year				
Name:				
	Last			
North Orange Continuing Education Program				
ACTIVITIES ATTENDED				
<i>I attended the following District, campus, or external approved professional development activities:</i>				
FLEX Type (Circle Option)	Name of FLEX Event	Topic	Date	Hours
District and/or Campus	Opening Day - Mandated District Training	#1, 4, 6, 7, 9, B, E, G, & H	9/8/17	5
District and/or Campus	Students First - Mandated District Training	#1, 3, 5, 7, 9, A, C, D, & F	1/4/18	5
AND/OR Absence hours used and reported to the Program Office:				
TOTAL HOURS (Should Total 10)				
VERIFICATION SIGNATURE				
By signing this verification form, I am confirming my attendance at the above listed FLEX Day activities.				
			Signature	Date

Return form to Professional Development FLEX Coordinator no later than the **May 18, 2018** designated due date.

2017-2018 MANDATORY INDIVIDUAL SELECTION FLEX ACTIVITY VERIFICATION

PROCESS				
<p>Faculty – Please record the professional development opportunities you individually selected to fulfill the obligation of 10 hours (2 days) and submit to Professional Development FLEX Coordinator by May 18, 2018.</p> <p>Professional Development FLEX Coordinator – Maintain accurate records for auditing purposes</p> <p>Please Print Clearly</p>				
ACTIVITIES ATTENDED				
<i>I attended the following approved Pro D events to fulfill the mandatory individual selection FLEX hours:</i>				
Date	Activity Title	Training Purpose	FLEX Activity Category	Hours
		Use ED Code Section 87153 Guidelines below		
AND/OR Absence hours used and reported to Program Office:				
TOTAL HOURS (Should Total 10)				
Education Code, Section 87153 Training Purposes				
<ul style="list-style-type: none"> [1] Improvement of teaching [2] Maintenance of current academic and technical knowledge and skills [3] In-service training for vocation education and employment preparation programs [4] Re-training to meet changing institutional needs [5] Intersegmental exchange programs [For example: transitions, retentions, persistence, etc.] [6] Development of innovations in instructional, administrative techniques, and program effectiveness [7] Computer and technological proficiency programs [8] Courses and training implementing affirmative action and upward mobility programs. [9] Other activities determined to be related to ed. and Pro D pursuant to criteria established by the Board of Governors of the CA Community Colleges, including but not necessarily limited to programs designed to develop self-esteem. 				
FLEX Activity Category				
<ul style="list-style-type: none"> A. Course instruction and evaluation B. Staff development, in-service training and instructional improvement C. Program and course curriculum or learning resource development and evaluation D. Student personnel services E. Learning resource services F. Related activities, (student advising, guidance, orientation, matriculation services and diversity) G. Departmental or division meetings, conferences and workshops, and institutional research H. Other duties as assigned by the District 				
VERIFICATION SIGNATURE				
By signing this verification form, I am confirming my attendance at the above listed FLEX Day activities.				
Faculty Signature			Date	
Program Manager Signature			Date	

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