 Non-Academic Credit Pre-Approval Form

For Participants of Institutes & Workshops

Teacher Certification - Alaska Department of Education and Early Development

# PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address.

Last Name:       First Name:       M.I.:

Social Security Number:       Date of Birth:       Gender:

Mailing Address:       City:       State:    Zip Code:

Home Phone:       Work/Cell Phone:

Primary Email:       Secondary Email:

# ACTIVITY INFORMATION

Prior to the institute or workshop, the participants must complete the pre-approval section of this form and email it to <tcwebmail@alaska.gov> for pre-approval. Within approximately 2 weeks you will receive notice of pre-approval or denial.

Title of Institute of Workshop:

Sponsoring Organization:       Estimated Contact Hours:

Location (City, Sate):       Inclusive Dates of Activity:

Purpose or objective of the Institute or Workshop (attach agenda)?

# PRE-APPROVAL

Yes  No  **The workshop/Institute described above has been pre-approved by the Teacher & Certification Office for Non-Academic Credit(s)**.

The activity described above has been pre-approved for       Non-Academic Credit(s).

Administrator Signature: Date:

If denied, reason for denial?

# After Workshop/Institute

After completion of the Institute or Workshop, upload the following to your [TEACH-AK](https://teachak.alaska.gov/login/) renewal application:

**Approved Non-Academic Credit Pre-Approval Form**

**Written Report -** Submit a written report that summarizes the activity and reacts to a major idea presented at the institute or workshop. The report must clearly state the strengths, weaknesses, and educational value of the activity in relation to the participant’s teaching assignment.