Print Form

Professional Development
Log of Hours Worksheet Form

Please fill in the number of hours where applicable and the form will automatically add the total hours and calculate the total number of units.

TYPE OF EVENT (conference, workshop/ seminar, scholarly/creative works) and TITLE OF EVENT OR WORK	DATE mm/dd/yyyy	TIME OF EVENT + a.m. or p.m.	HOURS OF ATTENDANCE OR WORK - numbers only. 30 hours = 1 unit	PRESENTER HOURS - numbers only. (do not include in attendance hours) 15 hours = 1 unit
Workshop - Alma Workshop (LSP) September 2019	9/26/2019	8:30 - 10:00 am	1.5	
	9/26/2019	10:15 - 12:15 pm	2	
	9/26/2019	1:00 - 2:30 pm	1.5	
	9/26/2019	2:45 - 4:30 pm	1.75	
	9/27/2019	8:30 - 10:00 am	1.5	
	9/27/2019	10:15 - 12:00 pm	1.75	
	9/27/2019	1:00 - 2:15 pm	1.25	
	9/27/2019	2:30 - 4:30 pm	2	
				13.25

	TOTAL HOURS	TOTAL PRESENTER HOURS
GRAND TOTAL UNITS	TOTAL UNITS	TOTAL PRESENTER UNITS
0.00	0.00	0.00