

# ADMINISTRATORS PROFESSIONAL DEVELOPMENT AWARD APDA

The SASD Executive Board, upon the recommendation of the Professional Development Committee, implemented the Administrator Professional Development Award (APDA) program in 1985. SASD members become eligible for the APDA Certificate with the accumulation of 60 eligible hours. The APDA Program is an important recognition for South Dakota School Administrators.

The first step in the process is the completion of eligible hours from the two designated areas. While there are many other experiences that contribute to professional development, these statewide and national activities are an important part of your total development and your qualification for the APDA Program. If you have met or exceeded the 60 hours required, please complete this checklist application and submit it ***NO LATER THAN MAY 30***. If you plan to attend the Leadership Conference, or any other workshop which will be conducted prior to June 30, you may submit your application with those hours included as projected hours which can be verified later. Please do not hesitate to contact the office if you have any questions. 605-773-2525.

Name \_\_\_\_\_ Position \_\_\_\_\_  
(Please Print or Type)

School District \_\_\_\_\_

I have completed the following APDA activities, as listed for the contact hours indicated. For work shops that are not listed, I have enclosed specific information and request that earned hours be considered for the **APDA CERTIFICATE**.

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Signature of Applicant

<b>I. <u>SASD SPONSORED AND PREAPPROVED ACTIVITIES</u></b>	<b><u>ELIGIBLE HOURS</u></b>	<b><u>EARNED HOURS</u></b>
<b>(5 CREDIT HOURS PER DAY)</b>		
1. State Parent Group Conferences	15	_____
2. SASD/ASBSD Joint Convention	15	_____
3. SASD Legal Seminar	5	_____
4. Systems Change Conference	15	_____
5. SDSSA Legislative Day, Pierre	5	_____
6. Outstanding Administrators Awards Reception	5	_____
7. TIE Technology Conference	15	_____
8. National Conventions: AASA, NAESP, ASBO, ASCD, NASSP & CASE	15	_____
9. SASD Wild West Leadership Conference	15	_____

10. Other SASD, Statewide or National Workshops (5 eligible hrs. per day)

List Workshops attended, Dates and locations


**SD Sponsored & Pre-approved Activities:**

**Sub Total = \_\_\_\_\_**

<b>II. <u>MERITORIOUS LEARNING EXPERIENCE</u></b>	<b><u>ELIGIBLE HOURS</u></b>	<b><u>EARNED HOURS</u></b>
1. Presenter at any activities in category one. (Count direct presentation hours) List activity: _____	Dir/Pres	_____
2. Presenter at other specified professional development opportunities. (Count presentation hours) List workshop: _____	Dir/Pres	_____

3. President of SASD – (2 hrs per meeting/12 hrs max) Also eligible for SASD Executive Bd. #5	12	_____
4. SASD Officer (other than President/1 hr per meeting/6 max)	6	_____
5. Member of SASD Executive Board (4 meetings allowed/5 per mtg)	20	_____
6. President of SASD Parent Group (2 hours per meeting/12 max)	12	_____
7. Parent Group Officer other than President (1 hr per meeting/6 max)	6	_____
8. Member of Parent Group Executive Board or Area/Regional Representative (5 hours per meeting/15 max)	15	_____
9. Parent Group Regional Officer	6	_____
10. Parent Group Webmaster	15	_____
11. Chairperson of a SASD Standing Committee (2 hrs per mtg/8 max) Also eligible for SASD Standing Committee. #12	8	_____
12. Member of SASD Standing Committee (4 hrs per meeting/12 max) including meeting at Joint Convention). Also eligible for SASD Chairperson. #11	4-12	_____
13. SASD Representative on Statewide Task Force or Committee (15 hrs max) Example: Testing Advisory, SPED, Education Task Force	15	_____
14. Served as a delegate at Delegate Assembly	5	_____
15. College-University teaching in Education. Does not apply to higher education members who have this responsibility (5 hrs per one semester hr taught). Specify course title, course number and credits.	15	_____
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16. Completion of College/University graduate credit. (5 per hour- no maximum) Specify course title, course number and credits.	15+	_____
17. Other Meritorious Learning Experiences. (5 hours per day/15 max per activity). Specify activity _____	5+	_____
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	Meritorious Learning Experiences: Subtotal	= _____
	Total of part 1	= _____
	<b>Total number of APDA contact hours submitted</b>	= _____

**Check one:**

\_\_\_\_\_ This is the first time that I will be receiving the APDA Certificate.

\_\_\_\_\_ I am requesting my Gold Seal for 2017-18.

\_\_\_\_\_ I am requesting my Gold Seal for 2017-18 and I will require a new certificate as my current one is full.

**WHEN COMPLETED SEND TO:**

School Administrators of South Dakota  
PO Box 1141  
Pierre SD 57501  
Phone: 605-773-2525  
Fax: 605-773-2520

**PROMOTING QUALITY EDUCATION IN SOUTH DAKOTA**