

## **Activity Documentation Form**

## 328140 - Protecting You and the School from Claims in the Teacher Termination/Non-Renewal Process

**Activity ID:** 328140

Activity Type: Webinar/Webcast

Start Date: 12/12/2017

End Date: 12/12/2017

Total Credit: 1

Credit Type(s) HR (General)

## Instructions for submitting this activity for recertification credit:

- 1. Login to your profile at <a href="https://hrci.org/login">https://hrci.org/login</a>
- 2. Click the My Recertification link
- 3. Review your progress dashboard and requirements
- 4. Find the Continuing Education: Pre-Approved Activities section of your learning plan
- 5. Click **Add Activity**
- 6. Enter the Activity ID and click **Search**
- 7. Click **Select** next to the activity title
- 8. Enter the Start and End Dates that you attended the activity\* and click Next
- 9. Review the activity details, agree to the attestation and click **Submit**

If you have questions about earning credit hours for this activity, please contact: recertification@hrci.org.

<sup>\*</sup> Because some activities are ongoing throughout the year, the Start and End Dates are left intentionally blank.