

Peer Observers
Form for Professional Development/Course Work and Contact Hours

Observer Name _____ Position: _____

School: _____ Teacher To Observe: _____

Peer Observer is responsible for collecting and maintaining records.

This is a request for pre-approval for professional development/course work.

Title of Class/Workshop	Face-to-Face	Video Training	Date
Peer Observer Training	<input type="checkbox"/>	<input type="checkbox"/>	

Peer Observer Training

Description below of Peer Observation Feedback Meetings

Date	Discussion	Time

Employees understand:

1. Professional Development/course work must be completed in order to become a Peer Observer. Teachers who complete this training earn 2 clock hours relicensure credit for the Face-to-Face training, 0 clock hours for video training.
2. Peer Observation feedback is an important part to the peer observation process. Observers need to document the dates they met with their colleague, the items they discussed during the meeting and the amount of time was spent during the meeting.
3. This form and documentation of training and completion peer observation feedback through the evaluation process must be submitted to the direct supervisor. Completing the training and peer observation feedback will receive 1.0 PD salary credit.

Signature of Employee _____ Date _____

Direct Supervisor _____ Date _____