



**As of January 1, 2010, this form must be used for all locally approved training hours**

**SCHOOL BOARD MEMBER TRAINING  
CREDIT HOUR CERTIFICATION FOR LOCALLY APPROVED HOURS**

1. SCHOOL DISTRICT \_\_\_\_\_

2. NAME OF BOARD MEMBERS TO RECEIVE CREDIT HOURS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Board members in their first four years are limited by 702 KAR 1:115 to only 4 hours of locally approved hours annually.**

3. TOPIC/TITLE \_\_\_\_\_

4. DESCRIPTION OF ACTIVITY

Please describe the in-service activity and how it will strengthen the board/superintendent team as they carry out their roles and responsibilities in your district. Use back of the form (or another page) if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

6. Number of in-service credit hours earned: \_\_\_\_\_ Hours  
(Up to one credit hour per hour of training received).

7. SIGNATURE of person completing this form \_\_\_\_\_

8. Attach copy of board minutes

**NOTE:** In order to receive training credit provided by sources other than KSBA, local board approval of training credit is required and a copy of the board meeting minutes must be sent to KSBA for documentation. This is the only circumstance where the board must take action for credit hours. (EXAMPLE: Training credit hours for the NSBA Conference must be locally approved after the training is completed.) Please attach a copy of the local board of education meeting minutes indicating the board's action and approval of the training hours as required by 702 KAR 1:115.