



**Summary Report of Professional Activities**  
Renewal of the Junior Reserve Officer Training Corps (JROTC) Instructor Authorization

*This form is required for individuals renewing a JTROC Authorization.*

Applicant's Name

Social Security Number

Provide information that is **no older than 5 years old** for all professional renewal activities including the:

- Activity category (in-service (district, non-public school, BOCES), college or university credit, educational travel, involvement in program reform, ongoing professional development and training experience)
- Title of activity (name of workshop, event or course)
- Professional activity associated to: (Endorsement area, literacy, assessment, effective instruction, student learning, implementation of curriculum & standards, effective communication with parents, families & local communities or school accountability & reform)
- Date or dates of the activity
- Provider of the activity
- HOURS (Hours are the amount of hours spent in an educational activity. **15 Contact hours = 1 semester hour of renewal credit.** Enter only one or the other.)

Activity Category	Title of Activity	Professional Activity Associated To:	Dates	Activity Provider/ Sponsor	Hours	
					Contact	Semester
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By signing below, I am attesting that this document is a true reflection of my Professional Development necessary for re-licensure and is not older than 5 years. In addition to completing this form, I will also include all backup documentation into my application upload. I understand that I will keep all backup documentation summarized on this report for a minimum of two years in case of an audit by CDE. I understand that any false information contained in this report, or failing to provide all backup documentation will be grounds for licensure denial, suspension, revocation or annulment.

Date	Applicant's Signature	Adobe e-signatures accepted. <a href="#">Click here for help with Adobe e-signatures.</a> If you are unable to sign with an Adobe signature containing your legal name, print and sign by hand. You will then need to scan and upload the completed form into your application.
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**Important Instructions on How to Use This form With the Online Application**

- You should be using the latest version of Adobe Reader, for a free reader visit [www.adobe.com](http://www.adobe.com).
- **Mac users**, it is especially important that your computer is using [Adobe Reader for Macs](#) and that your settings are configured to open PDF documents with Adobe Reader. **This form is NOT compatible with Apple's Preview software.** For a free Adobe Reader for Mac, visit [www.adobe.com](http://www.adobe.com).
- If you need additional space, complete additional forms. [Click here if you need to begin an additional form.](#)
- After you have completed this form you must save it to a file location on your computer for a later upload into your application. Do not close your browser until you have saved your completed form. **If you do close your browser without saving, all information will be lost.** When saving, choose a file name containing your name and "summary renewal form" (**your name summary renewal form.pdf**). This will make your uploaded form more easily identifiable and will reduce evaluation time.
- After you have saved this completed form to a file location on your computer, you can close your browser and return to the online application. From the application click Browse/Choose File (on some browsers) on the upload box and locate the file you just saved to your computer. After you have located the file, click UPLOAD. If the upload was successful, you will see the name of the file you chose just above the upload box. If you do not see the file or you see the text "No document(s) uploaded for this question", your upload failed.