

How to Obtain CPDU Documentation for LPSA Participation

Many public high school teachers will want to secure documentation of Continuing Professional Development Units (CPDUs) for attending LPSA meetings. ISAAPT, as an authorized CPDU provider, will provide necessary documentation so long as the following information is provided to Carl Wenning (wenning@phy.ilstu.edu) at least five days prior to the scheduled event:

Zone number
Day and date of the LPSA meeting
Beginning and end times of the meeting
Location (facility, city, state)
Description/nature of the event (please be specific)
Names of those who provide the training
Duration (contact hours)

With this information, Carl Wenning will provide two documents that should be copied in quantities sufficient for all high school teachers in attendance:

1. **EVIDENCE OF COMPLETION** document
2. **EVALUATION** document

The Evidence of Completion form is given to the teachers to take with them for their records. The Evaluation form is completed on site and returned to the LPSA zone leader who will then send them to Carl Wenning for retention in the ISAAPT's record bank for possible later inspection by the Illinois State Board of Education. Send the completed Evaluation forms to:

Carl J. Wenning
Department of Physics
Campus Box 4560
Illinois State University
Normal, IL 61790-4560

Should you have any questions, please feel free to contact Carl either email or phone: (309) 830-4085.