



*Celebrating 80 Years of Bringing Learning and Leadership to Life*

## REQUEST FOR PRE-APPROVAL OF PROFESSIONAL DEVELOPMENT HOURS

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To receive credit, please submit this form 14 days in advance of enrollment. It is the responsibility of the individual requesting approval to be sure an official institution-generated certificate of completion or an attendance sheet with printed names and signatures is submitted to the Center for the Advancement of Jewish Education.

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Session / Course Title \_\_\_\_\_

Sponsoring Organization/ Institution \_\_\_\_\_

Date \_\_\_\_\_ :

**Please attach the course description to this form. Please note that 1 credit = 15 hours.**

**NOTE: NO RETROACTIVE CREDIT WILL BE GIVEN**

**Return via email to:** Orly Landau@caje-miami.org

**Return via USPS to:** CAJE, 4200 Biscayne Blvd., Miami, FL 33137-3210

**For information call:** (305) 576.4030 ext. 144

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:** Date received: \_\_\_\_\_ Approval: Yes No

Number hours of credit granted: \_\_\_\_\_ Initialed \_\_\_\_\_