



ITE Western District Annual Meeting

PDH Guidelines

Guidelines for Issuing PDH for Technical Sessions

The following document outlines ITE's guidelines for issuing professional development hours (PDH) for District annual meetings.

1. At least two (2) weeks prior to the event date, the ,meeting program/agenda must be electronically submitted to Eunice Thoya at ethoya@ite.org which includes:
 - Session titles
 - Session times
 - Speaker names
 - If there are tours and workshops their titles and a brief description

Please note that presentations by students are eligible for PDH credits.

2. Upon receipt of the event program/agenda, ITE will:
 - Review technical program and determine qualifications for PDH
 - Notify the District of many PDHs are approved and provide a PDH link for attendees.
3. There is a \$500 processing fee per District meeting. ITE will invoice the District for the fee and provide information regarding how to pay the invoice.
4. The event coordinator should provide the attendees with the PDH link provided by ITE.