

Continuing Professional Development Documentation Form

**SCASP Fall Conference
September 25, 2026
Center for Business and Information Technology
Midlands Technical College, Beltline Campus
Columbia, South Carolina**

GENERAL INFORMATION:

Continuing Professional Development (CPD) hours may be earned for attending conference activities. CPD certificates will only be available to those who attend the conference workshop. These certificates will be distributed at the end of the workshop.

Please complete the Conference Documentation Form (see the reverse side) during the conference. Keep this form as part of your documentation for renewal of National School Psychology Certification and LPES. If you claim CPD hours as part of your renewal and are audited, you will need to provide this form for documentation. Documentation of 75 hours of CPD is required for certification renewal.

Please note that individuals holding the NCSP credential, whose renewal is due after January 2010, must obtain 3 continuing professional development credits (CPDs) in ethical and professional practices. Beginning in 2010, NCSPs must obtain 10 hours of approved CPD from a NASP-approved program.

SPECIFIC DIRECTIONS:

1. List each activity you attend on the reverse side of this sheet.
2. Activities should be listed as follows:
 - a. Keynote/SCASP panel: if you attend list the Keynote presenter and the length of time for this presentation (90 minutes)
 - b. Mini Sessions: If you attend a mini skills session, list the name of the mini skills and the length of time of the activity (up to 180 minutes)
3. Activities that should not be documented on this form:
 - a. Conference Full-day Workshops do not need to be recorded because attendance certificates for these are handled separately.
 - b. Sessions that are essentially business meetings, such as General Business Meetings, Board meetings
4. Be sure to sign the form.
5. SCASP will not be able to keep a record of your attendance in the sessions you list on the form. Your copy of the form will be the only documentation of your attendance.

(OVER)

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Participant Information:

Name: _____

Address: _____

Phone: _____

NCSP # _____

LPES # _____

I attest to the fact that I attended the following sessions. I understand this record of attendance is to be used at my discretion.

Signature of Participant

Date

TITLE OF ACTIVITY	CLOCK HOURS/MINUTES

Total Clock Hours: _____

Keep this form as part of your documentation for renewal of your NCSP and/or LPES. If you claim conference attendance as part of your renewal and you are audited, you will need to submit this form as documentation