

## INSTRUCTIONS TO SUPPLEMENT 2 ½ HOUR LINC'S COURSE FOR PD CERTIFICATE-ELIGIBILITY

*This approximately 30 minute option (Addendum) would fulfill the 3 hour minimum for a 2 ½ hour LINC'S certificate-eligible course.*

*Step One: Program Leader approves/confirms the LINC'S course with the participant.*

*Step Two: The participant completes the LINC'S course and prints LINC'S certificate.*

*Step Three: The participant completes the LINC'S Course Reflection Paper. Include the following elements:*

1. New information gleaned, learned, revealed, or presented in the 2 ½ hour LINC'S course.
2. What was – OR was there? – information that was good validation of your current practice?
3. What is something you will implement in your future practice?
  - a. Attach a lesson plan you have previously used OR create a new lesson plan. For either lesson plan approach, indicate the new information that is included from the LINC'S class; OR
  - b. If not an instructor, indicate the new information acquired from the LINC'S class and describe how you could integrate the new information (stated above in Step 3.1) into your work.

*Step Four: Participant submits the Reflection Paper document(s) to Program Leader.*

1. NOTE: Program Leader Optional Observation Add On. ***This (4.1) is a Best Practice Suggestion and is Optional and NOT a Requirement. This Optional Observation Add-On can be tailored for staff's appropriate role in the program.*** Attach observation of lesson plan or practice implementation.

*Step Five: Program Leader*

1. Completes the PD Addendum Form (see page 2), AND
2. Emails both documents (***SIGNED PD Addendum Form AND LINC'S Certificate***) for each participant to [AdultEdReports@ksbor.org](mailto:AdultEdReports@ksbor.org) naming the document:

PROGRAM NAME\_FISCAL YEAR\_PDADDENDUM\_PD NAME\_PARTICIPANT

***EXAMPLE: MyProgramFY17AddendumSTARWARSC3P0\_YODA***

**ADDENDUM FORM\* TO SUPPLEMENT 2 ½ HOUR LINCS COURSE FOR CERTIFICATE-ELIGIBLE PD**  
**PROGRAM LEADER WILL RETAIN ORIGINAL DOCUMENTS.**

\*Electronically submit **ONLY** this Addendum Form and earned LINCS certificate to [AdultEdReports@ksbor.org](mailto:AdultEdReports@ksbor.org) naming the document:

PROGRAM NAME\_ FISCAL YEAR\_ PDADDENDUM\_ PD NAME\_ PARTICIPANT  
**EXAMPLE: MyProgramFY17AddendumSTARWARS C3P0\_YODA**

NOTE: *If prior lesson plan is submitted, retain in program files for baseline comparison purposes.*  
(Recommended, but not required.)

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Program: \_\_\_\_\_

LINCS Course Official Title: \_\_\_\_\_

Date of LINCS Course Completion: \_\_\_\_\_

Educator: \_\_\_\_\_

I affirm that evidence of the following has been demonstrated through \_\_\_\_\_  
self-reflection: Educator's Name

- ☐ Evidence of learning
- ☐ Prior lesson plan was submitted for baseline comparison purposes (optional)
- ☐ Appropriate lesson plan or practice documentation
- ☐ Plan for future instruction or practice integration

\_\_\_\_\_  
Program Leader Name

\_\_\_\_\_  
Date