



# LIMESTONE CHARTER ASSOCIATION (LCA) Employee Request for Renewal Credit Approval

Submit Completed Form to:  
info@limestonecharters.org

- This form is to be completed by LCA employed educators and LCA Member School educators seeking the awarding of renewal credits based on activities completed in addition to expected employment position duties.
- Activities must be verified by the employee's school leader or designee. Please attach copies of this form if additional space is needed for renewal credit activities.
- Please attach proof of completion of identified activities.
- All forms are processed within 30 days of receipt.

## ---- To Be Completed by the Employee ----

Employee's Name: \_\_\_\_\_ Certificate ID #: \_\_\_\_\_

Position Title: \_\_\_\_\_ School: \_\_\_\_\_

Employed Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list completed activities for which you would like renewal credits to be approved:

Name of Activity	Completion Date	Hours of Participation	Renewal Matrix Option Number

## ---- Verification to Be Completed by School Leader or Designee ----

By signing this form, I verify that the educator completed the renewal credit activities indicated while employed by the above reference member school or the Limestone Charter Association.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_