



### What Counts for Professional Development

1. Formal courses, offered on or off line, and conferences (including, but not limited to, workshops, seminars, institutes, and/or such programs) sponsored by colleges and universities, district boards of education, professional associations, training organizations or other entities approved through the local district plan process or as part of the provider registration system. Such activities shall accrue hour-for-hour for professional development.
2. Courses, seminars, or other activities which are required for maintenance of licenses or certificates issued by professional organizations or government entities (for example, social workers, nurses). Such activities shall accrue hour-for-hour for professional development credit. In instances where the same course must be taken twice within the five-year period, please note that the hours will count only once toward fulfilling the professional development requirements.
3. The process of developing curriculum focused on the Core Curriculum Content Standards, including, but not limited to, research, writing and revision. Such activities shall accrue hour-for-hour for professional development credit.
4. The total number of hours for service on boards/committees will not exceed ten (10) hours per year of professional development credit, provided that such service is identified in the PIP with the specific goals of the experience outlined therein.
5. A mentor or cooperating teacher will accrue one hour of professional development credit for each week of supervision. An educator who works with preservice teacher or a team of preservice teachers in a junior practicum will earn three professional development hours per semester.
6. In addition to the actual clock hours spent in delivery of the first presentation, presenters or teachers of courses or workshops will accrue professional development hours on the basis of two hours of preparation time for every hour of delivery time. The teaching or presenting of the same or a similar course or workshop will count only once in a five-year cycle.



## Related Implementation Issues

### **Teachers on Leave**

A teacher on leave for one year or less has the option to accrue professional development hours if: (a) the teacher has a PIP for the school year; (b) the teacher and the supervisor have signed off on the PIP; and (c) the teacher has delineated the potential professional development opportunities.

### **Part-Time Teachers**

A part-time teacher is required to accrue 50 hours of professional development within each five-year cycle. A part-time teacher is defined as one who is employed on a regular basis for the school year, but for less than the full school day or week.

The following formula will be used to handle cases where teachers move back and forth between full and part-time employment within these five years.

The formula is the calculation of part-time work added to full-time work:  $x/5 \times \# \text{ hours required in five years} = \text{total number of hours required of that teacher}$ . For example, the number of hours a teacher who is part time for three years and full time for two years would be calculated as follows:  $(3/5 \times 50 = 30) + (2/5 \times 100 = 40) = 70$  total hours required.

### **Validation of Professional Development**

Validation of completion of professional development can be a transcript from a college or university, the certificate issued by a registered provider, or an attendance record signed by the chairperson or facilitator of a committee. This information will be recorded and documentation on the Record of Professional Development Hours.

### **Provisionally Certified Teachers**

All active teaching staff members holding standard instructional or educational services licenses are required to fulfill this requirement.