

WHAT COUNTS SNAPSHOT

(Revised November 2008 and Updated July 2013)

Effective beginning with the 2013-2014 school year all teachers will be required to accrue a minimum of 20 hours of professional development each school year. In order to meet the required annual 20 hours of professional development, certified teachers and certified educational support staff must demonstrate and document the annual fulfillment of the required 20 hours of professional development. To this end, each certified and educational support staff member is required to commit himself/herself to developing and implementing an annual professional development plan with goals which will facilitate the accrual of a minimum of 20 creditable hours of professional development annually.

The following professional development activities, if included as goal(s) in your annual Professional Development Plan* (PDP*), may count toward the required 20-hours mandated for teachers.

(* Formerly known as Professional Improvement Plan (PIP))

FORMAL PROFESSIONAL LEARNING ACTIVITIES

Activity

Maximum # of Hours to be Counted

1. Formal course
One (1) hour of professional development credit for every one hour of instruction, e.g. a three-credit college course is typically equivalent to 45 professional development hours
2. Workshop
▪ PDP goal must include an outline of the specific goals of the experience
3. Seminar
4. Institute
****If same course or workshop must be taken (more than one time), it can count only one (1) time in a five-year cycle**

Professional Development Activities that Support and/or Enhance the Profession

All activities must be included as a goal in your annual Professional Development Plan (PDP).

1. Service on education-related professional boards/committee(s)
Cannot exceed ten (10) hours of professional development credit per year accruable toward the annual 20-hour requirement.
▪ PDP goal must include an outline of the specific goals of the experience
2. Mentor for a provisional teacher or cooperating teacher for a student teacher **or** cooperating teacher for a student teacher
One (1) hour of professional development credit for each week of supervision
3. Cooperating teacher for a pre-service teacher or a team of pre-service teachers in a junior practicum
Three (3) professional development credits per semester
4. Presenting a workshop**
One (1) hour of professional development credit for each hour of presentation **AND**
Two (2) hours of professional development credit on the basis of two (2) hours of preparation time for each hour of presentation

5. Teaching a course**
- One (1) hour of professional development credit for each hour of instruction **AND**
- Two (2) hours of professional development credit on the basis of two (2) hours of preparation time for each hour of instruction
- **Teaching the same or similar course can count only one (1) time.-**
6. Educational grant writing and curriculum writing and revision
- One (1) hour of professional development credit for each documented hour. A log for those activities will be required
7. Independent professional studies including, e.g.:
- Action research,
 - Study groups,
 - Professional Learning Communities (PLCs)
 - Sabbaticals,
 - Fellowships,
 - Internships,
 - Teacher exchanges,
 - Online workshops or programs, and
 - Contributions to professional literature.
- If an individual decides to develop an independent study-based Professional Development Plan/Goal and/or participate in a PD Plan/Goal that centers on collaborative learning through involvement in a professional learning community (PLC), he/she must adhere to the following procedures:
- PDP must include the professional development activities involved in the independent study/**PLC** and a written rationale demonstrating how the proposed plan is consistent with the programmatic needs and state standards for professional development.
 - The projected number of hours, which will be spent in such study and the number of professional development hours to be awarded must be established *in advance* with the supervisor/principal.
 - The staff member will maintain an ongoing log of actual hours and activities completed.
 - Professional Development goals relating to PLCs must:
 - Be related to improving student achievement.
 - Be based on and involve ongoing collection and review of student data.
 - Follow the requirements of S.M.A.R.T. Goal development guidelines.
 - Include provision for the submission of an interim report.
 - Specify and include a final product with supporting data/artifacts.
 - Include the sharing and reporting of findings with colleagues.

ADDITIONAL WHAT COUNTS GUIDELINES FOR NOVICE TEACHERS

- All certified new teachers under contract (including teachers with a certificate of eligibility/CE or certificate of eligibility with advanced standing/CEAS) must have a Professional Development Plan (PDP) in place for each year. The Professional Development Plan is typically comprised of three (3) goals reflecting the professional learning activities in which the staff member is planning to engage in during the ensuing school year.
- New teachers may earn professional development hours for any PD activities required for new teachers during the summer preceding the staff member's effective start date, assuming that a relevant Professional Development Plan (PDP) is put into place.

▪ **PD Hours for Mentoring Activities:**

- A novice traditional route teacher may accumulate up to 30 PD hours for documented face-to-face mentoring activities with his/her mentor. (Maintenance of a Mentoring Log is required)
- An alternate route novice teacher may accumulate up to 34 PD hours for documented face-to-face mentoring activities with his/her mentor. (Maintenance of a Mentoring Log is required)
- **NOTE:** Alternate route teachers may not count/accumulate PD hours for professional development activities obtained through regional training centers which are required to obtain their standard certificate.

SPECIAL SITUATIONS

In this section, special situations are addressed with regard to fulfilling the 20-hour requirement.

▪ **Part-time Teachers**

- 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. A part-time teacher is required to accrue 10-hours of professional development. If the part-time teacher moves to a full-time position, the teacher will annually be required to complete 20-hours.

▪ **Teachers on Leave**

- If a teacher is on leave in one year of the cycle for less than three months, the teacher will need to accrue the full 20 hours of professional development for that year. If the teacher is on leave in a particular year for three (3) months and/or up to six (6) months, the teacher will need to accrue 10 hours for that year. If a teacher is on leave for six (6) months or more during a particular year, the teacher will not be required to accrue hours for that year; however, such a teacher on leave for six (6) months or more in a particular year has the option to accrue professional development hours if the teacher has a written and approved PDP (formerly PIP) for the school year.

▪ **Novice Teachers and Teachers New to the District**

- Novice teachers and teachers who are new to the district must complete a PDP with the supervisor within the first 60 days of beginning work within the district. This PDP will guide the professional learning of the individual teacher for the year.

▪ **Teachers Providing Trainings or Courses to Educators**

- Teachers who provide trainings or teach courses to other educators on topics aligned to their PDP may accrue additional hours for their preparation. A teacher will accrue two hours of preparation for every hour of delivery. For example, a teacher who provides a five-hour training will accrue five hours for delivery and ten hours for preparation. A teacher may only accrue hours for the same course or training once in the five-year cycle.

▪ **Job-embedded Professional Learning**

- Teachers who engage in documented team-based learning or trainings during the school day accrue hours to meet the requirement.

▪ **Validation of Professional Development Hours**

- All teachers must continue to maintain their certificates or other appropriate documentation toward meeting the annual 20-hour professional development requirement. Provider certificates will no longer need provider numbers. Documentation from conferences, trainings, and institutes must be in the form of a certificate. Documentation for collaborative professional team-based learning could be in the form of team logs, team journals or team minutes.