

INSTRUCTIONS FOR PROFESSIONAL DEVELOPMENT PLAN WORKSHEET

GENERAL INFO:

Renewal info for 5-Year Certificate/License: **Bachelor's Degree:** completion of 80 additional KS inservice education points and a minimum of four (4) semester hours of additional recent college credit; **Master's Degree or above:** completion of 120 additional KS inservice points or its equivalent in hours and inservice points.

PDP points now have to be categorized as Knowledge, Application or Impact Level. Definitions:

KNOWLEDGE LEVEL (Page 2): The most used. Includes workshops, inservices, trainings, that provide “knowledge” of the subject directly related to the employee’s assignment.

Required: Verification of attendance for out-of district training only.

Points awarded can be used for re-licensure and salary movement. Points equal the length of training.

APPLICATION LEVEL (Page 3): Occurs after the knowledge level. This is actually “applying” the knowledge learned prior in a way directly related to the employee’s assignment. These points are only good for relicensure and state required hours for paraeducators.

Required: Verification of application activities and record of the related Knowledge Level Activity, including the date and points awarded.

Points awarded can be used for re-licensure (licensed staff) or state required hours (paraeducators) only. Points equal 2X Knowledge Level points awarded. Application points must be earned within 12 months of Knowledge Level Activity. Paras have a separate form to complete to be awarded application points (paraeducators only).

IMPACT LEVEL (Page 3): Occurs after the application level. Points are awarded by proving that student improvement was made from the knowledge and application levels learned and applied. These points are only good for relicensure and state required hours for paraeducators.

Required: Verification of impact, including supportive evidence, record of the related Knowledge Level Activity, including the date and points awarded and record of the related Application Level Activity, including the date and points awarded.

Points awarded can be used for re-licensure (licensed staff) or state required hours (paraeducators) only. Points equal 3X Knowledge level points awarded. Application points must be earned within 24 months of Knowledge Level Activity. Paras have a separate form to complete to be awarded impact points (paraeducators only).

IMPLEMENTATION POINTS: Implementation points are earned by implementing the knowledge gained at a workshop. Implementation Points are available for ALL staff for salary movement only.

1-9 hours of training = 1 implementation point

10-19 hours of training = 2 implementation points

20+ hours of training = 3 implementation points

Note: Implementation Points and Application Points can be earned for the same workshop – however, Implementation Points will count for salary movement and Application Points will count for re-licensure or state-required hours.

VERIFICATION: This is a copy of an agenda, handout, certificate, etc., that can prove that you attended the training.

C, PE, SP: Licensure requirements stipulate that PDP points be earned in at least two of the three areas: Content, Professional Education or Service to the Profession:

C=Content: Learning subject matter directly related to your assignment. (Example: a science teacher attends a workshop to learn more about science.) Application & Impact points available.

PE=Professional Education: Learning new or different teaching techniques or methods. (Example: a science teacher attends a workshop on team-teaching.) Application & Impact points available.

SP=Service to Profession: Attendance in related committees, councils, etc. (Example: a science teacher belongs to a local or state education-related committee.) Application & Impact points **NOT** available.

C, PE, SP are required fields for licensed staff

PAGE BY PAGE INSTRUCTIONS:

PAGE 1

Fill out personal information as well as your professional goals. These may include goals given to you by your administrator. Your administrator will sign your PDP form at the beginning of the year approving your Plan for the upcoming year. The PDC Chair will sign your form at the end of the year after you have turned it in. **COLLEGE HOURS:** If you take college courses during the year, record them in this area. Official documentation **MUST BE SUBMITTED TO THE BOE OFFICE** by the end of July for credit towards salary movement. If you need space for more college courses, please make a copy of this page and attach it.

PAGE 2

KNOWLEDGE LEVEL PAGE: This is the page most of you will use. These are any workshops, inservices, trainings, etc. Verification (an agenda, handouts, certificates) from the workshop is required to be written in (for out-of-district trainings) and a copy of the verification included with the worksheet. In-district workshops/meetings do not need to have anything typed in the verification field and do not need anything handed in at the end of the year.

Addresses Goal #: Fill in which goal the training addresses from page 1.

C, PE, SP: C=Content; PE=Professional Education; SP=Service to the Profession (explained under General Info).

Date: The date of the training.

Hours: The length, in hours, of the training.

Implement Points: The number of implementation points you expect to receive. (explained under General Info).

Points: The number of PDP points you expect to receive.

PAGE 3

APPLICATION LEVEL SECTION: Use this section when you are applying the training you learned at the Knowledge level. Fill out the six columns as explained in Knowledge Level. Identify the type of verification to be used to show application. Fill in the related Knowledge Activity from which you expect Application Level points, including the date and number of points you were awarded at that time.

IMPACT LEVEL SECTION: Use this section when you are seeing student improvement as a result from the knowledge and application of the training. Fill out the six columns as explained in Knowledge Level. Identify the type of verification to be used to show impact. Fill in the related Knowledge Activity and Application Activity from which you expect Impact Level points, including the date and number of points you were awarded at that time.

PAGE 4

COMMITTEE WORK: Use the top section to keep a running tabulation of your committee work throughout the year. To total your committee points, list your committees separately and total the points from the above listing. Round those totals individually. **Failure to total the log** of committee points will result in the loss of points. 100 points maximum in 5-year period.

PRESENTATIONS AT LOCAL, STATE, OR NATIONAL LEVEL: Document the presentation you give in this section. Points equal the length of presentation. Preparation points are 2X the length of the presentation. "Expected Points" are the presentation points plus the preparation points added together. 75 points maximum in 5-year period.

INDEPENDENT STUDY: Licensed staff can earn independent study if it is directly related to their teaching assignment. All require pre-approval. (Independent study includes: supervision of student teachers, classroom visitations, etc.). 75 points maximum in 5-year period.

INSERT PAGE

ADDITIONAL KNOWLEDGE LEVEL ITEMS: If you need more room for Knowledge Level items, please use the insert page.