

Recording Personal Professional Development

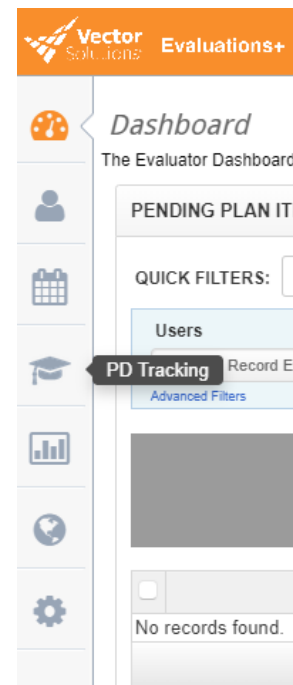
Poquoson Schools utilizes Vector Solutions to help you track your professional development. Using this platform, all things “PD” can be stored and when it comes time to renew your license, or find evidence of your participation, it will all be in a centralized location.

Here are some things you should know:

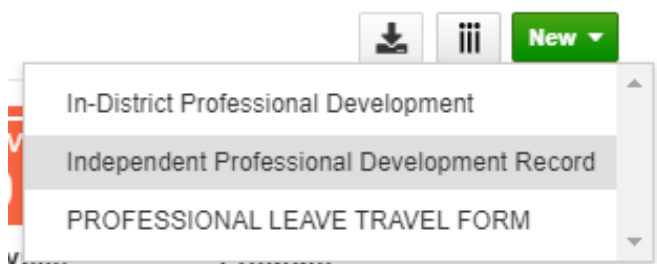
- If you attend a division PD event, the School Board Office will record the credits for you and they will appear within Vector Solutions.
- If you attend a school-wide PD event, the presenter/organizer will record the credits for you and they will appear within Vector Solutions.
- **If you attend an independent PD event, such as a conference, higher education class, etc. you will need to input those records into Vector Solutions.** Below are step-by-step instructions to help you.

1.) Log into [Vector Solutions](#)

2.) Click on “PD Tracking” which is the icon of the Graduation Cap



3.) In the upper right hand corner, click on the green “New” button and select “Independent Professional Development Record”



4.) Complete the following fields:

- a.) Title
- b.) Description (drop any event URL's here)
- c.) State whether this was a single or multi-day event (complete days/times as appropriate)
- d.) Provide the location (institution, city, state, etc.)
- e.) Mark how many credits the PD event should yield. Utilize the table below to record the proper amount of PD points*
- f.) Upload any attachments such as certificates, record of attendance, confirmation emails, etc.

5.) You can "Save" or mark "Submit" when ready to send. Your supervisor will approve your credits.



***Please note that the VDOE has the following guidance on PD points.**

College Credit (max of 180 pts) - One semester = 30 points - One quarter = 20 points	Official Transcripts Required
Professional Conference - 4+ Hrs Participation = 5 pts - Presenter = 15 pts / presentation topic	Verification Letter, Acceptance Letter, Thank You Letter, LEA approved leave request, list of conference participants, certificate of completion/attendance
Curriculum Development (max of 90 pts) - 1 pt / clock hour with a minimum of 5 hours per activity (does not have to be consecutive)	Requires prior approval from SBO. Must be coordinated by employing educational agency, or other state, national, or international education agency or organizations. Participation List, Curriculum Guide, or Committee Assignment List as evidence.
Publication of Article (max of 90 pts) - 45 points per narrative, article, or report (split if multiple authors) Publication of Book (max 90 pts) - 90 pts per book, split if multiple authors	Copy of published article Copy of final grant report Publisher's letter of publication date Copyright for complete work Copyright for instructional program
Mentorship / Supervision (max of 90 pts) - 1 pt / clock hour	Participant list from college/ university Employing educational agency assignment list
Educational Project (max of 90 pts) - 1 pt / clock hour with a minimum of 5 hours per activity (does not have to be consecutive)	Requires approval from SBO Must result in a written report or other tangible product. Acceptance for exchange program from college/university or business Written summary/journal of project activities
Professional Development Activities - Max of 180 points - 1 pt / clock hour	Participant list from employing educational agency (assigned credits from alternate source) Division PD / Training