

CCPS - PROFESSIONAL DEVELOPMENT PLAN
PROFESSIONAL EXPERIENCES
(FOR THE RENEWAL OF THE ADVANCED PROFESSIONAL CERTIFICATE ONLY)

<i>Professional Experiences</i>	<i>Credits or Clock Hours to be Earned</i>	<i>Limitations</i>	<i>Documentation Required</i>
Teaching a college or MSDE approved in-service course	Equivalent to credits earned by students	Credits will be awarded only for the first time the instructor teaches this course.	A letter from the Instructional Coordinator for Performance Excellence or from the college or university verifying the experience
Presenting at a school/county level in-service	15-29 clock hours = 1 credit 30-44 clock hours = 2 credits 45 clock hours = 3 credits	Credit will be awarded for in-service performed beyond regular job responsibilities	Completed credit verification form signed by the appropriate Instructional Coordinator or Principal
Serving on a county, state or national committee for program or curriculum development	15-29 clock hours = 1 credit 30-44 clock hours = 2 credits 45 clock hours = 3 credits	May be used for credit once each renewal period	Completed credit verification form signed by the appropriate Instructional Coordinator or Principal
Serving on a school or county-wide committee (not related to curriculum development)	15-29 clock hours = 1 credit 30-44 clock hours = 2 credits 45 clock hours = 3 credits	Maximum of 3 credits	Completed credit verification form signed by the appropriate Instructional Coordinator or Principal
Supervising a student teacher	3 credits	May be used for credit once each renewal period Must be pre-approved	A letter from the college or university student teacher coordinator or the appropriate principal confirming a successful experience
Serving as a MSA /HSA Writer/Reader/Scorer	Credits to be determined by MSDE	May be used for credit once each renewal period	Verification from MSDE confirming a successful experience
Taking a “non-credit bearing” course, and/or approved internship relevant to your assignment	15-29 clock hours = 1 credit 30-44 clock hours = 2 credits 45 clock hours = 3 credits	May be used for credit once each renewal period	Completion of a credit verification form signed by the course instructor or documentation from the college/university confirming successful completion
Completing a course relevant to public education, for continuing education units	1-6 credits 10 clock hours = 1 CEU 1 CEU = 2/3 semester hours	Credit will be awarded only for the first time a specific activity is successfully completed.	Official verification from an approved institution or organization*
Completing an Excellence by Design (formerly Middle States) Self Study	Chair of Steering Committee = 3 credits Principal of School = 3 credits Chair of Subcommittee = 1 credit	None	Completed credit verification form signed by the appropriate Instructional Coordinator or Principal
Completing an Excellence by Design (formerly Middle States) Evaluation Team Visit	Chair of steering committee = 3 credits Chair of subcommittee= 2 credits Member of team = 1 credit	None	Completed credit verification form signed by the appropriate Instructional Coordinator or Principal
Participating in Teacher of the Year	Serving as TOY = 3 credits Participating and completing the nomination process = 1 credit	None	Completed credit verification form signed by the appropriate Executive Director of Instruction or Associate Superintendent of Education Services
Traveling with an approved itinerary which includes an action plan for implementation of new information	1 week = 1 credit	Maximum of 3 credits Must be pre-approved	Completed credit verification form signed by the appropriate Executive Director of Instruction
Attending and/or presenting at a conference or convention	Attending = 1 credit Presenting = 2 credits	Maximum of 3 credits	Official verification from hosting organization
Serving as chairperson or officer of local, state, regional, or national professional organization relevant to your assignment.	3 credits	May be used for credit once each renewal period	Written verification from the professional organization
Mentoring CCPS student, new teacher or university methods student	15-29 clock hours = 1 credit 30-44 clock hours = 2 credits 45 clock hours = 3 credits	Maximum of 3 credits Must be pre-approved	Completed credit verification form signed by the Principal
Completion of National Board Certification	6 credits	None	Official verification from National Board for Professional Teaching Standards

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Authoring	Book = 6 credits Article = 3 credits Musical work = 3 credits	Must be published in a state or national professional publication related to education or a certificate holder's professional field. May be used once each renewal period	Copy of published book, article, or musical work – shared w/ appropriate Instructional Coordinator, Executive Director of Instruction or Principal
Participating in activities which have been approved in advance and are noted on PDP	15-29 clock hours = 1 credit 30-44 clock hours = 2 credits 45 clock hours = 3 credits	Examples include: North Bay (beyond duty day), grant writing, and/or teaching a GALA Must be pre-approved	Completed credit verification form signed by the appropriate Instructional Coordinator or Principal

The activities listed above may not be used to renew SPC or to qualify for an initial APC. All documentation/verification must be in writing with verifier's signature, and must include date(s) of attendance or participation.

**Accepting continuing education units (CEUs) allows individuals who must take them to renew national licenses or certificates to use the credit taken through those organizations to satisfy renewal credit for the APC.*

To document CEUs, submit the original certificate received from the national organization. The certificate must include: (1) your name, (2) the dates of the activity, (3) the number of clock hours of the activity, and (4) an official approved provider's seal.