



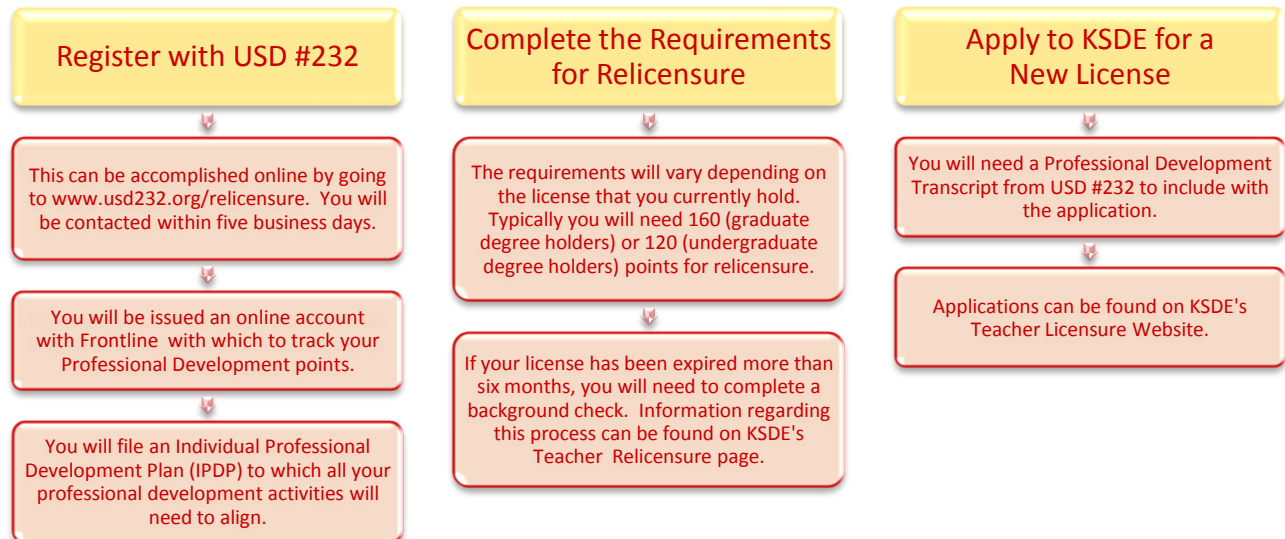
De Soto USD #232

HANDBOOK

Community Relicensure

Community members who are currently not employed by a Kansas School District work with their local school district during the relicensure process. If you are not a resident of the USD #232 school district, please contact your local school district for their procedures.

Overview of the Community Relicensure Process



Licensure Information Disclaimer

While USD #232 can provide guidance and information regarding licensure, KSDE is the issuing authority. The requirements for renewal are set by KSDE and USD #232 does not have the final authority or decision-making power with regards to issuing licenses. **If there are any questions as to the specific requirements for relicensure, you should contact KSDE's Teacher Licensure department for further information.**

Transitional License Option

If your initial, conditional or professional Kansas license is expired, you are eligible to apply for a one-year nonrenewable transitional license. The transitional license will allow you to accept a full-time job for one school year while you complete renewal requirements during that school year. This license is valid for one calendar year from issuing date.

KSDE Teacher Relicensure Contact Information

Below is the contact information for KSDE's Teacher Licensure department. They are a great resource for specific information regarding the requirements for your particular situation.

General Questions: 785-291-3678

Questions about Your Specific Certificate/License:

You can call a Licensure Consultant who can answer your specific question. They are assigned to you based on the last four numbers of your social security number. To look-up the name and contact information of your consultant, go to <http://www.ksde.org/Default.aspx?tabid=1648>.

Frontline Professional Development

An account on Frontline Professional Development will be created for you. You will receive information regarding your log-in from USD #232. Typically your username and password both are the email that you provide the district. On Frontline you will be able apply for professional development points, track your points and access information regarding district policies regarding professional development.

What is Located on Frontline Professional Development?

All forms are electronic and accessible on Frontline under the “Fill-In Forms” section on the left of the screen. These include:

IPDP Form	Individual Professional Development Plan Form. This is the first form and step in the relicensure process.
Knowledge Level Form	This is the form that you use to apply for Knowledge-Level points. Fill this form out before doing an activity to ensure that you will receive points. This form is pre-approved by before the activity and again by her for final approval after the activity.
College Course Request Form	This is the form you use to apply for points from college courses that are not part of a degree program. You will receive prior approval from the PDC chairperson and final approval from Human Resources.

Other items of interest on the Frontline homepage are:

Form Library	All directions for Frontline, the PDC Handbook and other informational documents can be found in the Form Library.
My Portfolio (Transcripts)	This is a listing of all your PD activities. You can also print an unofficial transcript from this screen.
News & Info	Important announcements and information about how to get help will be listed here.

What if I Have Trouble Using Frontline?

There are three options if you have having difficulty:

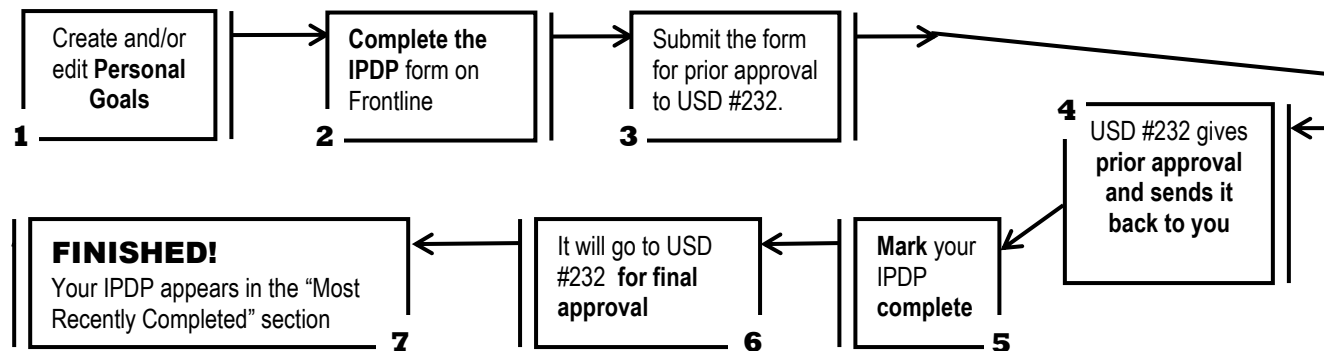
1. Consult the **HELP link** on your Frontline homepage.
2. Consult the **PDC Handbook** for information specific to our processes.
3. Consult the USD #232 Community Relicensure administrator at 913-667-6200.



THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

The first thing you will do is create and file an Individual Professional Development Plan (IPDP). You will do this on Frontline. An Individual Professional Development Plan (IPDP) is an individual's professional goals. The goals and activities must be aligned with the district's goals. Each individual's IPDP is reviewed and approved by the USD #232 Community Relicensure administrator to ensure goal alignment.

What is the Approval Process for an IPDP?



How do I Complete My IPDP in Frontline?

1. Create and/or revise your personal goals (Step #1 above).

- On your Frontline home page, click on "My Personal Goals" under the "My Info" Section on the left-hand side.
- Click "Add New" to add a new goal. Give the goal a name and provide a description. Click "Save".
- To edit an existing goal, click on the goal's name and edit the information on the following screen. Click "Save" when finished.

2. Complete and submit the IPDP form (Step #2 above).

- On your Frontline home page, click on "IPDP Form" under the "Fill-In Forms" Section on the left-hand side.
- Fill out the general information. If you need information about your license, it can be found on the KSDE licensure look-up page.
- Select all of your personal goals and the district goals on which you may pursue professional learning this school year.
- Submit the IPDP for prior approval by clicking "Submit".

3. Mark your IPDP complete (Step #5 above).

- It's "name" will be your name in your activity queue in the "Approved and In Progress" section.
- Click on your name, then "Mark Complete" in the "Actions" section and finally "Submit".

TYPICAL REQUIREMENTS FOR RELICENSURE

Most community relicensure applicants are renewing a Five-Year Professional License. Below are listed the requirements for the renewal of a Five-Year Professional License. Please check the back of your license or KSDE's Teacher Licensure webpage for information regarding your specific relicensure requirements.

If The Applicant Holds A Graduate Degree:

Earn **120 professional development points** awarded by a Kansas local professional development council under an approved individual development plan. If retired and participating in an educational retirement system, earn 60 professional development points.

OR

Verify three years of accredited experience during the current professional license. This type of experience renewal may be used only twice in the applicant's career. Choose "License Lookup" on KSDE's Licensure page to check how many times this option has been accessed, if eligible.

If The Applicant Does Not Hold A Graduate Degree:

Earn **160 professional development points** awarded by a Kansas local professional development council under an approved individual development plan, including at least 80 points for college credit. If retired and participating in an educational retirement system, earn 80 professional development points, including at least 40 points for college credit.

If Completing A Program to Add a New Teaching, School Specialist or School Leadership Endorsement:

Apply eight semester credit hours of the approved program towards renewal.

Complete all components of NBPTS's National Board Certification:

Completing the components will fulfill the requirements for a Professional License. If National Board Certification is achieved, the applicant will be issued an accomplished teaching license.

PROFESSIONAL DEVELOPMENT POINTS IN USD#232

Professional Development points are awarded for activities that enhance professional practice. One clock-hour of professional development is equal to one professional development point. Points are awarded based on actual time, not estimates. One hour of college credit is equal to twenty (20) professional development points. The USD #232 Professional Development Council sets the points system and makes decisions about the issuance of points.

The specific activities that earn professional development points are listed in this handbook. If you are not sure an activity will count for points, please check with USD #232 before the activity. Examples of activities that do not count for points include:

- Volunteer hours
- Planning for instruction
- Actual instruction in a classroom or in other situations (e.g. Sunday school, other job-related workshops, classes at a community center, etc.)
- Time working as a substitute teacher
- College coursework not directly tied to education and the Individual Professional Development Plan

Activities That Earn Professional Development Points

There are three categories of activities in which to earn points: content standards, professional standards and service to the profession. These categories are defined below:

Content Standards	<i>Activities that provide learning on specific subjects or contents (e.g. math, writing, reading, etc.)</i>
Professional Standards	<i>Activities that provide learning on topics that improve your ability to instruct (e.g. differentiation, classroom management, technology integration, etc.)</i>
Service to the Profession	<i>Activities that benefit or enhance the teaching profession (e.g. committee work, curriculum collaboration, etc.)</i>

For all listed activities you must receive prior approval from the USD #232 Community Relicensure administrator by completing the Knowledge Level form, complete the Knowledge Validation form after the activity and mark it complete.

Professional Development Education Points for College Courses

- 1 semester credit hour = 20 points
- 1 quarter hour = 13 points
- 1 semester hour non-credit audited course = 15 points
- 1 quarter hour non-credit/audited course = 10 points

Conferences/Workshops/Seminars (not provided by USD #232)

- Attendee = 1 point per hour
- Lunch and break times are not to be included
- If the daily hours exceed six (6), please provide documentation (e.g. agenda)

Presentations for Initial Presentation of Material in a School Year

- Presenter = 5 points per hour for the initial presentation.
- Co-presenter = 3 points per hour for the initial presentation.

National Board Certification Activities

- 1 point per hour of work on portfolios

Participation in PLCs (typically bulked enrolled)

- 0.5 points per PLC meeting attended
- Learning Coaches do not receive points for facilitating PLCs

Observation of Programs and/or Teaching Strategies Related to the Goals of an IPDP

- 1 point per hour visited

Viewing/Listening to a Multimedia Presentation (e.g. VHS, DVD, PowerPoint, Audio Book, etc)

- 1 point per hour of viewing/listening

Activities That Earn Professional Development Points Continued

One-Time or Infrequent Committee Meetings

- 1 point per hour of district committee and professional organization committee meetings

District Mentoring Program Participation (typically bulk enrolled)

- New teachers will receive 1 point per hour of mentoring
- Learning coaches do not receive professional development points for serving as mentors.

Published Articles in Professional Resources*

- 1 point per hour for writing if you are NOT receiving monetary compensation.
- Send articles to the USD #232 Community Relicensure administrator.

Professional Book Clubs*

- Facilitator – receive 3 points per hour of discussion
- Participant – receive 1 point for hour of discussion

Reading a professional level research-based document (i.e. book, journal, article, website, etc.)*

- 1 point per hour of reading
- Book may not be required reading for a college course

Student Teacher*

- 1 point per hour of collaborative conversation with student teachers

Building-Based Mentoring Program Participation*

- New teachers will receive 1 point per hour of mentoring
- Experienced teachers will receive 1 point per hour of mentoring

Reoccurring Committee Meetings*

- 1 point per hour of district committee and professional organization committee meetings

Other activities *may* be utilized for points on an individual basis, if the activity is PRE-APPROVED by the district PDC.

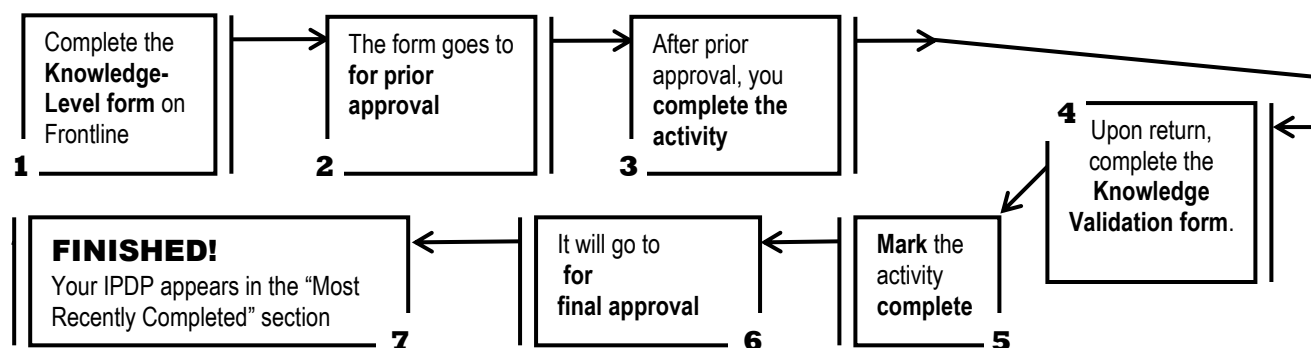
***Frontline PD Activity Log REQUIRED.**

KNOWLEDGE LEVEL FORM (Most Activities)

Any time you would like to receive PD points for your professional development activities **other than college courses**, you will fill out the Knowledge Level Form. Every activity must begin with Knowledge-Level points. The process begins before you do the activity.

When/if you attend USD #232 provided professional development, you typically do not need to fill out a Knowledge Level form for activities that are coordinated by the building or district. Normally the PDC representative will enroll all participants in bulk for those activities. When in doubt, ask the PDC representative about points.

What is the Approval Process for Knowledge-Level Points?



How Do I Complete the Knowledge-Level Points Process?

- 1. Complete the "Knowledge Level" form (Step #1 above).**
 - On your Frontline home page, click on "Knowledge Level" under the "Fill-in Forms" Section on the left-hand side.
 - Fill out the information on the form. Please familiarize yourself with the points system as detailed in the PDC Handbook (available under "My File Library").
 - You must align your activity with at least one district goal.
- 2. Upon completion of the activity, fill out the Knowledge Validation Form (Step #4 above).**
 - On your Frontline home page, click on the activity under the "Approved and In Progress" Section in the middle of the page.
 - Under the "Actions" section, click on "Knowledge Validation Form".
 - Complete the form and click "Save".
- 3. Immediately mark your activity complete (Step #5 above).**
 - This signifies that you have completed all forms and sends it on for final approval.
 - Click on "Mark Complete" in the "Actions" section.
 - Review the information (disregarding the expense section) and click "Submit".

One college credit is worth 20 professional development points. Points or credit earned from non-education degrees or programs do not count for license renewal.

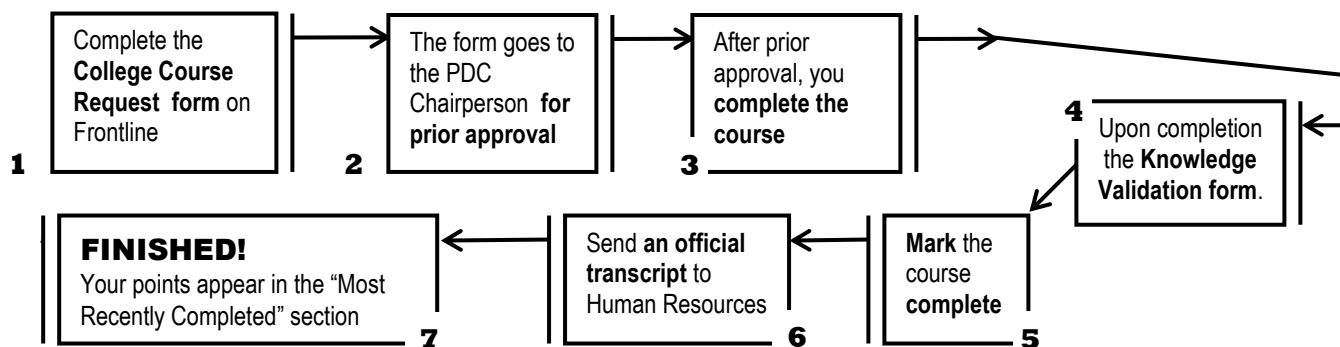
How Can I Ensure That My College Hours are Worth Points?

There are two things that you need to do **before beginning the course** to make sure that your college credits translate into points:

1. Make sure that your college/university is an approved institution by KSDE. This website has the most up-to-date list of approved institutions: <http://www.ksde.org/Default.aspx?tabid=303>
2. Obtain pre-approval by the PDC Chairperson by filling out the College Course Request Form on Frontline.

NOTE: You are not guaranteed to receive points for your college course unless you have done these two steps before beginning the course.

What Is The Points Process On Frontline For My College Courses?



How Do I Complete the College Course Process in Frontline?

1. **Complete the "College Course Request" form.**
 - a. On your MLP home page, click on "College Course Request" under the "Fill-in Forms" Section on the left-hand side.
 - b. Fill out the information on the form. Please confirm that your course is provided by an approved institution by going to KSDE.org and verifying. Community continuing education courses are not accepted.
 - c. You must align your course with at least one district goal and/or personal goal.
2. **Upon completion of the course, fill out the Knowledge Validation Form**
 - a. On your MLP home page, click on the activity under the "Approved and In Progress" Section in the middle of the page.
 - b. Under the "Actions" section, click on "Knowledge Validation Form".
 - c. Complete the form and click "Save".
3. **Immediately mark your course complete.**
 - a. This signifies that you have completed all forms and sends it on for final approval.
 - b. Click on "Mark Complete" in the "Actions" section.
 - c. Review the information and click "Submit".

PROFESSIONAL DEVELOPMENT ACTIVITY LOGS

For those **activities that are reoccurring, but part of one larger activity**, use the PD activity log. The PD activity log allows you to enter multiple events that make up one activity without filling out a new Knowledge Level form for each event. Examples of these types of activities include, but are not limited to:

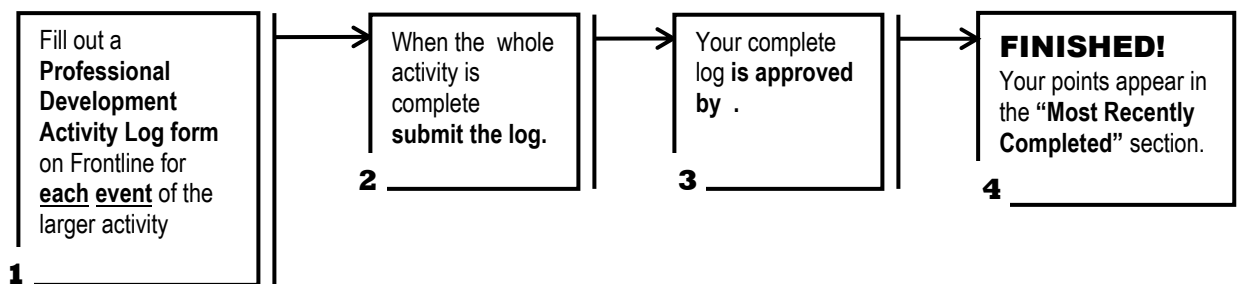
- Writing and editing professional articles
- Book study/club meetings
- Reading a professional level research-based document
- Hosting a student teacher
- Participating in building-based mentoring programs
- Reoccurring committee work

If you are in doubt as to whether or not to use a PD Activity Log, contact the Community Relicensure administrator at USD #232.

How Does the PD Activity Log Work in Frontline?

The activity log allows you to record the professional learning events that make up a larger activity and submit those events as one activity. When the log is submitted, you will complete the Knowledge Verification for the entire activity, rather than each individual event. You can have more than one larger activity going on at any one time and are able to choose which smaller events in the log add up to the specific larger event.

What Is the Process in Frontline for PD Activity Logs?



How Do I Make Entries into My PD Activity Log?

1. **Complete the "Professional Development Activity Log" form for each event that is part of the larger learning activity (Step #1 above).**
 - a. Click on "PD Activity Log" on the left under "Fill-In Forms". Name the events that go with one larger activity all the same name.
 - b. Click "Save". This saves the event in your Professional Development Log under the "My Requests" section on your MLP home page.
2. **Submit the events that comprise the larger PD activity (Step #2 above).**
 - a. Under "My Requests", click on "Submit Log" next to the heading for your Professional Development Log.
 - b. Select those events that comprise the larger PD activity. Click "Review & Submit".
 - c. Review your log and click "Submit for Approval".

 RELICENSURE: USEFUL LINKS

Frontline PD:

www.Frontline.com

KSDE's Teacher Licensure Page:

<https://www.ksde.org/Teaching-Learning>