

Recording Personal Professional Development

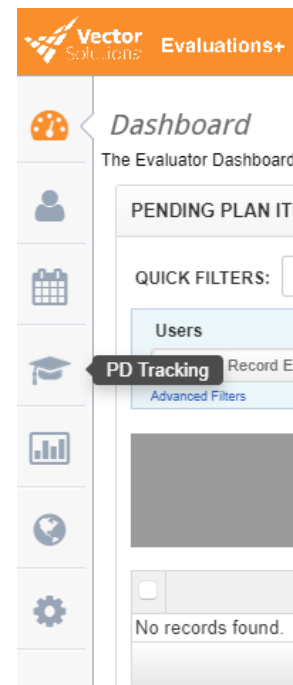
Poquoson Schools utilizes Vector Solutions to help you track your professional development. Using this platform, all things “PD” can be stored and when it comes time to renew your license, or find evidence of your participation, it will all be in a centralized location.

Here are some things you should know:

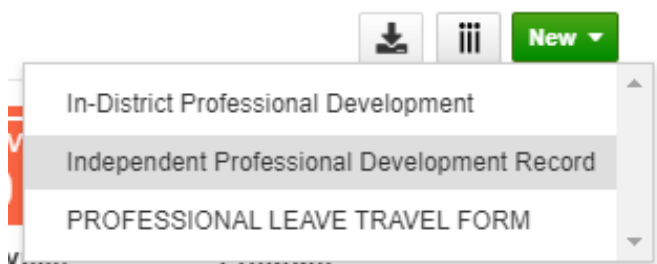
- If you attend a division PD event, the School Board Office will record the credits for you and they will appear within Vector Solutions.
- If you attend a school-wide PD event, the presenter/organizer will record the credits for you and they will appear within Vector Solutions.
- **If you attend an 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.



- 6.) Lastly, ensure you have uploaded your evidence. Open the event once again and “Add Evidence” as an attachment.

The screenshot shows the Vector Solutions Evaluations+ interface. At the top, it displays the user's name 'Larry Vincent' and the current context: 'Poquoson City Public Schools • Poquoson Elementary • Probationary Evaluation 1 Year Cycle • Teacher-5th'. Below this is a table of activities:

Title	Location	Event Date(s)	Assignment Date	Due Date	Credits	Status	Type
Restraint and Seclusion	Vector Training			Oct 15, 2023	0.40 PDP	Completed	
De-Escalation Strategies	Vector Training			Oct 15, 2023	0.37 PDP	Completed	

An 'Activity Details' window is open for 'Hampton Professional Development Points'. It shows the following information:

- Author: [Redacted]
- Location: Hampton City Schools
- Time: Oct 11, 2023 5:00 PM EDT **Complete**
- Attachments: [30 POINTS \(1\) Oct 23, 2023 03:41PM](#)

On the right side of the details window, there are two buttons: 'Upload Certificate' and 'Add Evidence', both of which are highlighted in yellow. There are also links for 'Even more...' and 'Delete'.

Below the details window, a list of other activities is visible:

PES Impero training	grade level meeting rooms	Oct 12, 2023 8:30 AM EDT			0.50 PDP	Approved	
Hampton Professional Development Points	Hampton City Schools	Oct 11, 2023 5:00 PM EDT				Pending	
PES Sub Landing Doc/Vector goals and PD	PES media center	Oct 11, 2023 3:20 PM EDT			1 PDP	Approved	
PES Canvas/Mastery Connect staff meeting	PES library	Sep 13, 2023 3:15 PM EDT			0.50 PDP	Approved	
Parent Square for PES	PES library	Aug 24, 2023 1:00 PM EDT			0.50 PDP	Approved	

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

<p>College Credit (max of 180 pts)</p> <ul style="list-style-type: none"> - One semester = 30 points - One quarter = 20 points 	<p>Official Transcripts Required</p>
<p>Professional Conference</p> <ul style="list-style-type: none"> - 4+ Hrs Participation = 5 pts - Presenter = 15 pts / presentation topic 	<p>Verification Letter, Acceptance Letter, Thank You Letter, LEA approved leave request, list of conference participants, certificate of completion/attendance</p>
<p>Curriculum Development (max of 90 pts)</p> <ul style="list-style-type: none"> - 1 pt / clock hour with a minimum of 5 hours per activity (does not have to be consecutive) 	<p>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.</p>
<p>Publication of Article (max of 90 pts)</p> <ul style="list-style-type: none"> - 45 points per narrative, article, or report (split if multiple authors) <p>Publication of Book (max 90 pts)</p> <ul style="list-style-type: none"> - 90 pts per book, split if multiple authors 	<p>Copy of published article Copy of final grant report Publisher's letter of publication date Copyright for complete work Copyright for instructional program</p>
<p>Mentorship / Supervision (max of 90 pts)</p> <ul style="list-style-type: none"> - 1 pt / clock hour 	<p>Participant list from college/ university Employing educational agency assignment list</p>
<p>Educational Project (max of 90 pts)</p> <ul style="list-style-type: none"> - 1 pt / clock hour with a minimum of 5 hours per activity (does not have to be consecutive) 	<p>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</p>
<p>Professional Development Activities</p> <ul style="list-style-type: none"> - Max of 180 points - 1 pt / clock hour 	<p>Participant list from employing educational agency (assigned credits from alternate source) Division PD / Training</p>