

# Professional Learning Catalog (Formerly Master Inservice Plan)

## Quick Reference

### Overview

1. The Professional Learning Catalog (PLC) components describe the type of training and professional learning opportunities available for certificated and non- certificated personnel.
2. All activities for which inservice (component) points are awarded must be covered by an approved component outline in the PLC.
3. One (1) inservice point is equivalent to one (1) clock hour of participation in training and professional learning activities.
4. All personnel involved in training in professional learning activities for which they expect to earn inservice points are required to demonstrate increased competency via one or more valid means of measurement, appropriate to the specific objectives of a component.
5. State of Florida teaching certificates can be renewed with inservice credit, college credit, or a combination of both.
6. Each faculty member wishing to have his/her teaching certificate renewed by using component points must have earned at least 120 points during his/her validity period of the certificate. Specific types of earned points may be required depending on the type of certificate.

### Examples of Acceptable Equivalencies for Renewal (non-inclusive)

1. Pass a Florida Subject Area Exam specific to the coverage to be renewed. This is equivalent to three (3) semester hours of college credit or 60 inservice points.
  - A. *Copy of score report must be submitted to the Assistant Superintendent during the validity period of the current certificate.*
2. Earn college credit by successfully passing a course. One (1) semester hour of college credit is equivalent to 20 inservice points.
  - A. *Complete the college credit to inservice conversion form (PDR 0001A). Approval must be received from the principal or director prior to the first day of class.*
  - B. *Complete PDR 0001B and submit both forms to the Assistant Superintendent.*

3. **Teach a college course. One (1) semester hour of college credit is equivalent to 20 inservice points.**
  - A. *Complete the college credit to inservice conversion form (PDR 0001A). Approval must be received from the principal or director prior to the first day of class.*
  - B. *Complete PDR 0001B and submit both forms to the Assistant Superintendent.*
  
4. **Earn National Board for Professional Teaching Standards certification.**
  - A. *Copy of score report must be submitted to the Assistant Superintendent during the validity period of the current certificate.*
  
5. **Earn a certificate from an approved training institution (ex. ISRD, NEFEC) in which the title and the number of points are displayed on the certificate.**
  - A. *Provide a copy of the certificate to the Assistant Superintendent during the validity period of the current professional teaching certificate.*
  
6. **Attend a training sponsored or provided by the Bradford County School Board (In-District Workshop) in which an Attendance Roster of Participants was utilized (PDR0005).**
  - A. *Provided that training was embedded, the form was completely filled out and an agenda was attached to the form, all eligible participants will receive the documented points.*
  - B. *Additional points may be awarded by completing form PDR0000 and PDR 0004.*  
*\*Special Note- Follow up points are not required for this type of activity, however if requested, they may not exceed the total number of points/hours of the initial professional development activity.*
  
7. **Attend a professional development activity outside of the Bradford County School District in which a certificate was NOT provided.**
  - A. *Complete form PDR 0001A (note that pre-approval by the principal or supervisor is required) before attending the professional development.*
  - C. *Complete form PDR 0001B, including signature from principal or supervisor.*
  - D. *Complete PDR 0003.*
  - E. *Complete form PDR0004, including Principal/Supervisor signature.*
  - F. *Complete form PDR0000.*
  - G. *Attach a copy of the agenda.*
  - H. *Submit the packet to the Assistant Superintendent.*  
*\*Special Note- Follow up points are required for this type of activity and may not exceed the total number of points/hours of the initial professional development activity.*

**8. Attend a conference or convention that provides professional development sessions.**

- A. Complete form PDR 0001A (note that pre-approval by the principal or supervisor is required) before attending the professional development.
- B. Complete form PDR 0001B, including signature from principal or supervisor.
- C. Complete form PDR 0003 for EACH session attended.
- D. Complete form PDR 0000 for EACH session attended.
- E. Complete form PDR0004, including Principal/Supervisor signature.
- F. Attach a copy of the conference agenda or schedule.
- G. Submit the packet to the Assistant Superintendent.

*\*Special Note- Follow up points are required for this type of activity and may not exceed the total number of points/hours of the initial professional development activity.*

**9. Participate in a Professional Learning Community (max. 30 points per year).**

- A. Complete form PDR 0001A (note that pre-approval by the principal or supervisor is required) before attending the professional development.
- B. Complete form PDR 0001B, including signature from principal or supervisor.
- C. Complete form PDR 0003 for EACH PLC.
- D. Complete form PDR0004, including Principal/Supervisor signature.
- E. Attach a copy of the objectives or outcomes of the PLC.
- F. Submit the packet to the Assistant Superintendent.

*\*Special Note- Follow up points are required for this type of activity and may not exceed the total number of points/hours of the initial professional development activity.*

**10. Participate in Action Research (max. 30 points per year).**

- A. Complete form PDR 0001A (note that pre-approval by the principal or supervisor is required) before attending the professional development.
- B. Complete form PDR 0001B, including signature from principal or supervisor.
- C. Complete form PDR 0003.
- D. Complete form PDR0004, including Principal/Supervisor signature.
- E. Attach a copy of the objectives or outcomes of the Action Research.
- F. Submit the packet to the Assistant Superintendent.

*\*Special Note- Follow up points are required for this type of activity and may not exceed the total number of points/hours of the initial professional development activity.*

**11. View electronic or written media that is related to content area, general education, school safety or mental health topics (max. 60 points per year).**

- A. *Complete form PDR 0001A (note that pre-approval by the principal or supervisor is required) before attending the professional development.*
- B. *Complete form PDR 0001B, including signature from principal or supervisor.*
- C. *Complete form PDR 0000 for EACH individual media.*
- D. *Complete form PDR 0003 for EACH individual media by indicating the title.*
- E. *Complete form PDR0004, including Principal/Supervisor signature.*
- F. *Submit the packet to the Assistant Superintendent.*

*\*Special Note- Follow up points are required for this type of activity and may not exceed the total number of points/hours of the initial professional development activity.*

**12. Earn an industry certification in the content area of the professional teaching certificate or the course relevant to the teaching assignment (max. 30 points per industry certification).**

- A. *Submit evidence to the assistant superintendent that the industry certification was successfully earned during the validity period of the current professional teaching certificate.*

#### **PROFESSIONAL LEARNING PRIMARY PURPOSE**

The primary expected use of the inservice points that result from the professional learning activity will be designated with the following indicators:

- A. Add-on Endorsement.
- B. Alternative Certification.
- C. Florida Educators Certificate Renewal.
- D. Other Professional Certificate/License Renewal.
- E. Professional Skills Building – Non-Instructional Note: All NonCertified personnel should be included in this category.
- F. W. Cecil Golden Professional Development Program for School Leaders.
- G. Approved District Leadership Development Program.
- H. No Certification, Job Acquisition, or Retention Purposes Note: Use for components in the district's master plan that are not intended to be used for any of the other purposes listed.