

Clock Hours

ACTIVITY	HOUR VALUE	CRITERIA	VERIFICATION
Action Research or other Educational Project	Verified Clock Hours completing Action Research or other Educational Project. Educational Projects must be a minimum of 15 Clock Hours. The maximum number Clock Hours for Action Research or an Educational Project is 30 Clock Hours.	The verified Clock Hours shall be accrued during the Action Research or other Educational Project. The documented goal for the Educator shall be a product and a new set of educator knowledge and skills. These shall complement the school, district, or charter school's success plan or State's initiative and shall be focused on student learning. A product shall be made available for verification. If an Educator does not complete NBPTS Certification or other national certification, as provided below, the Educator may use the verified Clock Hours as an other Educational Project.	A certificate of participation or a completed Activity Documentation Form as well as the final product which documents the goals and results of the Action Research or other Educational Project.
Certification activities required to retain a State professional license	Verified Clock Hours involved in recertification activities.	The certification to maintain a State professional license as required in the applicable regulation.	A certificate of attendance and the original certificate of completion for Continuing Education Units (CEUs).
College Course	Clock Hours may be accrued where 1 semester hour equals 15 hours and 1 quarter semester hour or Continuing Education Unit (CEU) equals 10 hours.	The course shall be completed within a matriculated Masters program, Doctoral program or a graduate level course of study at or through a regionally accredited college or university or other Department-approved provider. The course may also be an undergraduate course to acquire new knowledge and skills related to the Educator's position. The course shall be taken at a regionally accredited college or university for credit. The Educator shall attain a grade of "B" or better (or a "P" in Pass / Fail course).	Official transcripts, original grade slips or an original certificate of completion for Continuing Education Units (CEUs).
Cooperating teacher or intern supervisor	Verified Clock Hours involved in support of student teacher, teacher resident, or intern. Maximum of 45 Clock Hours over the course of 5 years.	The supervision shall be of a student teacher participating in a state-approved educator preparation program, a student in a teacher residency program, or a student intern.	The Activity Documentation Form shall be completed by the student's institution of higher education and signed by the applicant's supervisor.
Curriculum Development, Assessment Development, or Both	Verified Clock Hours of service. Minimum of 3 Clock Hours.	The documented goal is a curricular component, an encompassing assessment, or both a curricular	A certificate of participation or the completed Activity Documentation Form as well as the final product.

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	Maximum of 30 Clock Hours over the course of 5 years.	component and an encompassing assessment. A product shall be made available for verification.	
Mentoring through a Comprehensive Educator Induction Program	Verified Clock Hours involved in mentoring activities.	Documentation of the lead mentor or mentor that involves observation, feedback, training, presentations, facilitation of Professional Learning Communities, professional learning, and other activities directly related to the preparation and guidance of mentees or mentors within a Comprehensive Educator Induction Program.	The completed Mentor/Mentee Log that reflects the criteria, uploaded in the Mentoring Center or documented in the Data Service Center and also provided to the Employing Authority.
Micro-credential	Verified Clock Hours of completed Micro-credentials through a Department-approved issuer.	Verified hours for successfully completing, preparing, and submitting evidence based on evaluation criteria. Educators must demonstrate their competence via evidence submitted and reviewed by trained evaluators.	The Educator's credentialing documentation must be completed and approved by the Micro-credential evaluator.
Planned Professional Development Activity or Program	Verified Clock Hours of service or experience.	The planned professional development activity or program shall focus on the Educator's or the school's success plan which may be targeting curriculum, instruction, assessment, school climate, or an other identified need or shall be related to the Educator's work with students or staff. The activity or program may be in-State or out-of-State and held in-person or virtually.	A certificate of participation or other documentation to verify attendance.
Presentation	Verified Clock Hours of presentation and preparation as a workshop or conference presenter or course instructor. The ratio of preparation to presentation is 3:1. Each presentation topic may be submitted one time. Maximum of 15 Clock Hours.	The presentation shall be related to the individual's professional responsibilities and shall contribute to the education profession or add to the body of knowledge in the Educator's specific field. The presentation shall be made at a local, state, regional or national conference.	The completed Activity Documentation Form and conference agenda listing the Presentation.
Professional Committee, Conference, Workshop, Institute or Academy	Verified Clock Hours of service or experience.	The Educator may include time spent in those portions of the professional committee, conference, workshop, institute or academy that contribute to the Educator's knowledge and skills, competence, performance or effectiveness in education that are directly connected to the Educator's or the school's	The completed Activity Documentation Form or the original certificate of attendance or completion or a letter from the professional committee, conference, workshop, institute or academy staff.

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		success plan or State initiative. This activity includes workshops offered by districts or other employing authorities either as part of a professional development day or during after school hours. Examples of expected student or educator outcomes are anticipated. The professional committee, conference, workshop, institute, or academy may be in-State or out-of-State and held in-person or virtually.	
Professional Learning Community (PLC)	Verified Clock Hours of participation. Minimum of 10 documented meeting sessions. Maximum of 15 hours.	The Educator shall be a contributing member of a formal or informal Professional Learning Community whose documented goal for participants is a product or new set of knowledge and skills which are focused on student learning. The PLC must consist of a group of Educators with the following attributes: supportive and shared leadership, collective creativity, shared values and vision, supportive conditions, shared personal practice, and focus on improving student learning with an accountability measure built into their process.	A certificate of participation or the completed Activity Documentation Form.
Skilled and Technical Sciences specific career area program certification or Career and Technical program certification	Verified Clock Hours involved in certification activities.	Skilled and Technical Sciences or Certified Career and Technical Education teachers may use hours they have accrued in acquiring the specific knowledge and skills necessary for their program or specific career area program approval.	A valid copy of the certificate attesting to the successful completion of the activity required for the Career and Technical program area or the Skilled and Technical Sciences specific career area program certification or other documentation verifying hours involved in certification activities.
Teacher of the Year or other district, state, or national recognition award or program activities	Verified Clock Hours involved in the application and selection process activities that do not fall under one of the activities above.	Candidates for teacher of the year at the building, district, or state level may use hours that they have accrued in the application and selection process. Activities required for consideration for district, state, or national recognition awards or programs may also be included.	The completed Activity Document