

BELLEVUE CITY SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Group Activity Guidelines

Group	Activity	Max. Contact Hours	Verification	Criteria
1	Local Requirements	180 contact hours.	Provider Signature	Must meet local district in-service expectations and be related to IPDP goals.
2	College Courses	180 contact hours.	Transcript or Grade Slip	Must be related to IPDP goals.
2	Workshops/Conferences	180 contact hours.	Certificate or Certificate of Attendance	Only time spent in IPDP goal related activities.
3	Mentoring	60 contact hours.	Activity Verification and Log	Mentor of teacher or administrator in the Entry Year Program.
3	Curriculum Development	130 contact hours.	Activity Verification and Log	Service on local, county, state or national formal committee.
3	Professional Committee	130 contact hours.	Activity Verification and Log	Service on local, county, state or national formal committee.
3	Grant Writing	60 contact hours.	Activity Verification and Log	Not dependent on award of grant. Planning and preparation only, not for management of grant.
4	Publication	130 contact hours.	A copy of the publication	Must contribute to the education profession and be commercially published
4	Peer Observation	10 contact hours.	Activity Verification and Log	Not part of mentoring program.
4	National Board of Prof. Teaching Standards	130 contact hours. 60 contact hours for participation without completion	National Board Certificate or Activity Verification Form for participation only	Must be related to IPDP goals.
4	Professional Vocational Board Certification	60 contact hours.	Certificate of Completion	Time in coursework/clinics for test preparation purposes only.
4	Cooperating Teacher for a Student Teacher	60 contact hours.	Activity Verification and Log	
4	Mentor Teacher for Teacher Acad. Student	30 contact hours.	Activity Verification and Log	
4	Cooperating Teacher for a Practicum Teacher	30 contact hours.	Activity Verification and Log	
4	Teaching a College Course	60 contact hours.	Activity Verification and Log	
4	Professional Presentation	60 contact hours.	Activity Verification and Log	Applies to the presentation of a topic each license cycle – 1 contact hour of preparation for each hour of presentation
4	Educational Project	130 contact hours.	Activity Verification and Log	Must apply educational knowledge toward development of project. Hours for planning, preparation and presentation.
4	Self-Directed Educational Development	30 contact hours.	Activity Verification and Log	May include professional reading, research, and educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization.
4	Externship	60 contact hours.	Activity Verification and Log	Must enhance individual's work in the profession or contribute to educator's specialization.

**NOTE -180 contact hours are required for license renewal/initial issuance - Pre-approval is required for all Group 4 activities + Per license cycle

**Bellevue City Schools Local Professional Development Committee
Group Activity Comparison**

Group	1	2	3	4
Type	Local Requirements	College Courses/Workshops	Committee Work	Independent Activities/Projects
Maximum Contact Hours	180	180	130	130
Hours Permitted	0 – 180	0 – 180	0 – 130	0 – 130
Description	Activities that receive approval for local district in-service requirements	College coursework, workshops or conferences where contact hour certificates of attendance are issued.	Building, district, county, state, national level committee or other education work that enhances professional development	Independent projects developed with the purpose of enhancing or increasing an individual's educational skills.
Pre-Approval of Activities	Not required	Not required	Not required	Required
Documentation	Signature of Provider	Transcript, or Certificate of Attendance with contact hours listed	Activity Verification and Log	Activity Verification and Log
Sample Activities	Any activities that are used to meet your local district in-service requirement	Building level, district-wide, and out of district workshops. College courses	Mentoring, Advisory Teams, Curriculum Committees, Grant Writing, Standards Development	Peer Observation, Research, Externships, Presentations, Teaching a College Course, National Board Certification, Educational Projects, Travel, Readings, Publication, Cooperating Teacher
Within Group Activity Maximums	Subject to local district in-service expectations	Some Limitations. See Group Activity Guidelines.	Some Limitations. See Group Activity Guidelines.	Some Limitations. See Group Activity Guidelines.

NOTE: All activities must relate to your IPDP Goal areas.

Further information about activities is available under Group Activity Guidelines.

Educators are encouraged to use a variety of activities in meeting their 180 contact hour requirements.

1 BEAM = 10 Contact Hours until the conclusion of 2029 school year

