



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

APD Plan: Path to the Professional Teaching License Educator FAQ

What is the APD Plan?

The Advanced Professional Development (APD) Plan is a way for educators with a Preliminary Teaching License to move to a Professional Teaching License by completing 150+ PDUs aligned with their evaluation and professional growth goals.

Who should complete an APD Plan?

Any educator holding a Preliminary Teaching License who chooses not to pursue a master's degree, National Board Certification, or advanced endorsement.

How do I get started?

Meet with your administrator to create and approve your APD Plan before earning PDUs. You'll discuss growth goals and types of activities that align with your evaluation.

How many PDUs do I need?

At least 150 PDUs. These must be approved in advance and documented with certificates, agendas, or reflections.

What types of activities count as PDUs?

District PD, online courses, book studies, conferences, PLCs, university classes, mentoring, and action research are all valid. Your activities should support your growth goals and the Danielson Framework.

Do I need pre-approval?

Yes. Your plan must be approved by your administrator before you start earning PDUs.

What if I already earned PDUs before getting approved?

Use the Extenuating Circumstances Form (found at the end of the APD packet). Approval will be reviewed by your administrator and HR.

What documentation is needed?

Certificates of completion, meeting agendas, course transcripts, or written reflections are all acceptable. Keep copies organized.

When is my plan submitted?

After completing your PDUs and final review with your administrator, your APD Plan and documentation are submitted to HR for final sign-off.

What happens if I don't finish the plan in time?

You'll need to work with HR and your administrator to determine next steps. Extenuating circumstances may allow for adjusted timelines.



APD PLAN OVERVIEW

Your Path to the Professional Teaching License

This quick-glance guide shows the key steps to complete your APD Plan and transition from a Preliminary to a Professional Teaching License.

1 Meet with Your Administrator

- ✓ Discuss your professional growth goals
- ✓ Draft your plan
- ✓ Get pre-approval before earning any PDUs

2 Set 3–5 Growth Goals

- ✓ Align goals with the Danielson Framework
- ✓ Base your focus on recent evaluations

3 Earn 150+ PDUs

- ✓ Track your learning activities
- ✓ Engage in a variety of PD: online, in-person, mentoring, courses, etc.
- ✓ Collect certificates or agendas

4 Final Review & Submission

- ✓ Meet again with your administrator
- ✓ Ensure your plan and PDUs align with goals
- ✓ Submit everything to HR for TSPC submission



Timeline Tip

Start early in your license cycle so you have time to complete everything stress-free!

Section 4: Final Signatures & Verification

Educator Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Superintendent/HR Designee Signature: _____ Date: _____

Extenuating Circumstances Submission Form

Educator Name: _____

School: _____

License Endorsement Area: _____

Submission Date: _____

Reason for Post-Completion Submission (Check one and explain below):

- Medical leave or personal hardship
- New hire with prior qualifying PDUs
- Other (please explain below):

Explanation:

Administrator Review:

- Approved Denied – Educator must complete additional requirements

Administrator Name & Title: _____

Signature: _____ Date: _____

HR/Superintendent Final Review:

- Approved for submission to TSPC
- Denied – Additional PDUs required before submission

Signature: _____ Date: _____



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Simplified APD Plan: Path to the Professional Teaching License

What's This All About?

If you have a Preliminary Teaching License and want to move to a Professional Teaching License without a master's or National Board Certification, the APD Plan is your pathway. It's a structured, goal-oriented plan to grow professionally while aligning with your evaluation.

Step-by-Step Overview

◆ Step 1: Meet with Your Administrator

- Discuss your professional growth goals and outline your learning plan.
- Bring the APD Plan Form and draft your ideas.
- Get approval before earning PDUs.

◆ Step 2: Set 3–5 Growth Goals

- Based on your evaluation and the Danielson Framework:
 - Planning & Preparation
 - Classroom Environment
 - Instruction
 - Professional Responsibilities

◆ Step 3: Earn 150+ PDUs

Choose from a variety of learning experiences. Track everything with documentation.

Activity Type	Examples
District PD	Trauma-Informed Teaching
Online Courses	Tech integration for engagement
Conferences	Oregon Educators Summit
Book Studies	Culturally Responsive Teaching
PLCs	Monthly Grade-Level Team Meetings
Mentoring	Coaching a new teacher
University Coursework	Special Education Strategies
Research Projects	Action research in your classroom

◆ Step 4: Submit & Verify

- Complete your 150 PDUs.
- Meet with your administrator for final review.
- Submit documentation (certificates, agendas, etc.).
- Final sign-off by HR or Superintendent.

Common Questions

Q: Can I start earning PDUs before my plan is approved?

A: No — all PDUs must be earned after your plan is approved.

Q: What if I already earned PDUs before getting approved?

A: Use the Extenuating Circumstances Form (see page 3 of the plan).

Q: What counts as documentation?

A: Certificates, agendas, transcripts, or short reflections.



Submission Checklist

- APD Plan approved (Step 1)
- 3–5 goals listed
- 150+ PDUs documented
- Documentation attached
- Final review and signatures complete



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Extenuating Circumstances Submission Form

Use this form if you are submitting your APD Plan and PDUs after beginning work without prior administrative approval. This form must accompany documentation explaining your situation.

Educator Information

Educator Name: _____

School: _____

License Endorsement Area: _____

Submission Date: _____

Reason for Post-Completion Submission

- Medical leave or personal hardship
- New hire with prior qualifying PDUs
- Other (please explain below):

Explanation:

Review & Approval

Administrator Review:

- Approved
- Denied – Educator must complete additional requirements

Administrator Name & Title: _____

Signature: _____ Date: _____

HR/Superintendent Final Review:

- Approved for submission to TSPC
- Denied – Additional PDUs required before submission

Signature: _____ Date: _____