

PROFESSIONAL DEVELOPMENT
CONTINUING PROFESSIONAL EDUCATION

DMC
(REGULATION)

**Master's Degree or
Board Certification
Requirement**

A professional employee is required to earn a master's degree or certification from the National Board for Professional Teaching Standards by the conclusion of the employee's seventh school year of employment with the District. If at any time the employee abandons the plan filed or declares the intention not to complete the plan within the specified seven-year period, the employee will be considered to have failed to fulfill the original contractual agreement and will be subject to dismissal.

**Calculating Years of
Employment**

Previous HPISD professional experience is counted towards the seven-year period of employment requirement. Non-professional years of employment are not considered as part of the calculation of professional experience.

**Request for
Extension**

A year of employment is calculated in accordance with the Teacher Retirement System of Texas's creditable years of experience.

A professional employee with extenuating circumstances may request an extension in year six or seven of HPISD employment by submitting the written request to the Executive Director of Human Resources. Extensions are granted on a one-year basis. The professional employee must demonstrate progress towards meeting the requirement to be considered for an extension.

**Extension During
School Years 2023-
24 and 2024-25**

Examples of extenuating circumstances may include: health-related circumstances that interfered with the employee's ability to meet the requirement, programmatic changes in the program out-side the control of the employee, or change in program due to promotion or district-initiated reassignment.

Professional staff in the sixth year of employment with HPISD will be eligible for an extension of up to two school years while pursuing certification from the National Board for Professional Teaching Standards, if the professional employee has met the submission requirements for obtaining certification.

**Request for
Exception**

A professional employee requesting an exception to compliance with Board Policy DMC(LOCAL) may file an appeal using the grievance process and procedures outlined in Board Policy DGBA(LO-CAL). The appeal will begin at Level Two and must be filed no later than the end of the fifth year of employment with HPISD. The Level Two administrator will determine eligibility to appeal for an exception to the Board policy by the Board at Level Three.