SALINA Public Schools

LEARN
GROW
LEAD

PROFESSIONAL DEVELOPMENT GUIDE

2026 - 2027



EMPOWERING EVERY EDUCATOR
INSPIRING EVERY LEARNER

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District Vision of Professional Learning

The Salina Public School District is dedicated to providing professional learning that is effective, relevant, collaborative, and sustainable for all educators and administrators. Grounded in a deep commitment to student success, our professional development efforts align with the district's Strategic Plan goals to enhance students' communication, critical thinking, and social-emotional skills. Professional learning opportunities will encompass the implementation, facilitation, and evaluation of knowledge, skills, and concepts that foster rigorous and meaningful learning experiences for every student. Through these efforts, the district aims to promote student academic growth and well-being, improve program effectiveness, and build organizational capacity to ensure that every student is supported by exemplary educators engaged in ongoing professional growth.

Vision Statement

The vision of Salina Public Schools is to transform Salina and the world.

Mission Statement

The mission of Salina Public Schools is to be the best place to learn and work by embracing challenges, creating belonging, fostering pride, and inspiring hope.

Strategic Plan

Goal 1: Increase students' communication skills
Goal 2: Increase students' critical thinking skills
Goal 3: Increase students' social-emotional skills

KESA System Goals

The Kansas Education Systems Accreditation (KESA) serves as the state's K–12 accreditation model, operating at the district level. Under KESA, districts are required to engage in a continuous improvement process that includes strategic redesign and implementation efforts at both the district and school levels. Each system must develop and maintain school improvement action plans, along with measurable results, to ensure that every student in every classroom has equitable access to high-quality learning experiences that prepare them for future success.

The Kansas State Board of Education has identified Four Fundamentals that must be embedded within each system's improvement efforts: Structured Literacy, Standards Alignment, a Balanced Assessment System, and Quality Instruction. In addition, five State Board Outcomes directly influence the development of successful high school graduates: Social-Emotional Factors, Kindergarten Readiness, Individual Plans of Study, High School Graduation, and Postsecondary Success.

Professional Development Council

The purpose of the Professional Development Council (PDC) is to promote continuous learning for all licensed staff members. The council intentionally aligns its efforts with the district's strategic goals and KESA's four fundamentals, supporting educators in their collaborative work to develop successful high school graduates. Additionally, the PDC provides guidance and support to educators as they pursue ongoing professional growth and fulfill the requirements to renew and maintain a professional license issued by the Kansas State Department of Education (KSDE).

Mission Statement

The mission of Salina Public Schools' PDC is to provide the processes and activities necessary to assist educators in acquiring or enhancing their knowledge, skills, and beliefs to respond to a variety of learners, resulting in increased student learning.

Belief Statement

Professional learning in Salina Public Schools should:

- Be aligned with and clarified by the definition and standards of professional learning as set forth by *Learning Forward*
- Be job-embedded, ongoing, and supportive of individual growth, school improvement initiatives, and district strategic plans (please refer to the *KSDE Fact Sheet: Does It Count?*)
- Be aligned with curriculum and program standards
- Be an intentional development of knowledge, skills, and attitudes that foster lifelong learning
- Be results-based, with improved student learning as the goal
- Encourage ownership and accountability for all educators to set, work toward, and evaluate professional learning goals
- Foster collective responsibility for improved student learning and well-being
- Support the transfer of new knowledge and skills to advance educator effectiveness
- Be assessed regularly for effectiveness.

Professional Development

Professional learning should ultimately result in increased student learning. Measures of professional learning include:

- Student achievement data (norm-referenced assessments, criterion-referenced assessments, Kansas assessments, and other student learning data) are reviewed at the building and district level annually
- Staff surveys are conducted annually to determine the impact of professional learning on classroom application
- Staff development needs assessments are reviewed to determine future professional learning priorities.

Evidence of professional development knowledge, application, and impact is collected and reviewed on an ongoing basis.

Professional Development Council (cont.)

Role of the PDC Representatives

The PDC shall be composed of licensed personnel and must include at least as many teacher representatives as administrators. Teacher representatives are elected by their respective peer groups and serve a three-year term, while administrators participate on an annual rotation basis. Building principals will be notified each February of any upcoming vacancies within their buildings.

The PDC is responsible for developing a five-year professional development plan that aligns with KSDE criteria and is subject to approval by the Board of Education. For questions regarding the professional development process, staff members are encouraged to contact their designated building representatives.

The building-level PDC representatives have the responsibility to:

- Participate in annual training related to roles and responsibilities, including knowledge of and ability to implement professional development regulations according to KSDE Regulations and Standards for Kansas Educators
- Report updates and changes in professional growth opportunities and requirements to the educators they represent
- Serve as the voice for educators regarding changes to professional development guidelines and procedures
- Train educators on writing individual growth goals and submitting plans in Frontline Education, including Knowledge Plans, College Credit forms, and Book Studies
- Read and approve prior approval requests for Knowledge Plans and College Credit forms within their building
- Read and approve final approval forms during PDC meetings

PDC meetings are an important part of the council's work and collaboration, and consistent attendance helps ensure all member voices are represented in discussions and decision-making. Council members are expected to attend all scheduled meetings; however, we understand that occasional conflicts or unforeseen circumstances may arise. Each member may miss one meeting during the year without impact to compensation. Beginning with a second absence, the annual PDC stipend will be reduced by $50 for each additional missed meeting. Absences due to assigned duties connected to a school activity will not impact compensation as long as communication to our Professional Learning Office has occurred.

Role of the District PDC Executive Officers

The District Professional Development Council Executive Officers consist of a Chair, Vice-Chair, Secretary, and the Director of Accreditation and Professional Learning. Except for the director, all officers are elected by the council by consensus for a three-year term, commencing on June 1, with a staggered rotation, with one position available each year. To be eligible for an executive officer position, a PDC member must have completed at least one full school year of service.

The PDC Executive Team is responsible for:

- Attending the KSDE annual training related to effective professional learning
- Developing effective professional learning leadership capacity
- Approving or rejecting the professional learning plans and assessments submitted by district and building committees
- Approving or rejecting the application and impact plans and assessments submitted by individual staff members.

2026-2027 PDC Representative Meeting Schedule

PDC meetings are held at Hageman Education Center in the Staff Development Lab beginning at 4:15 pm. PDC Executive team meetings are held monthly.

August 24, 2026

September 21, 2026

November 16, 2026

January 25, 2027

March 22, 2027

May 17, 2027

Summer partner readings should be completed by the third Friday of each month. Once you have completed your monthly readings, please email Deanna Cullins.

Professional Development Council (cont.)

2026-2027 Building Representatives

Building	Representative	Term Expires
Coronado Elementary	Jennifer Perry	May 2028
Cottonwood Elementary	Jamie Hoff	May 2027
Heusner Elementary	Ivanna Morton	May 2027
Meadowlark Elementary	Kylene Comeau	May 2029
Oakdale Elementary	Patricia Huerta	May 2029
Schilling Elementary	Rebecca Bowman	May 2027
Stewart Elementary	Melissa Mall	May 2028
Sunset Elementary	Ashley Cross	May 2027
Lakewood Middle School	Jennifer Griffin	May 2029
South Middle School	Lauren Turner	May 2029
Central High School	Trey Cullins	May 2027
South High School	Brenda Geist	May 2028
Heartland Early Childhood	Michelle Hellmuth	May 2027
CKCIE	Julie Opat	May 2028
Elementary Principal	Erin McCorkle	May 2027
Secondary Principal	Amanda Thacker	May 2027
CKCIE Administrator	Mary Gardner	May 2027
District Administrator	Deanna Cullins	Ongoing

2026-2027 PDC Executive Officers

Deanna Cullins, Director of Accreditation and Professional Learning
Jennifer Griffin, Chair
Rebecca Bowman, Vice-Chair
Brenda Geist, Secretary

Professional Learning Conference Funds

Building staff development funds are to be used for professional learning related to the district strategic plan goals and approved by the building administrator. PDC has money set aside to assist with registration and expenses up to $750 for attending conferences or workshops if building funds are not available. These funds are available only to certified staff serving in a Salina Public School building. PDC funds will be used to pay the registration fee, lodging, and/or travel expenses (excluding meals). PDC funds will be divided between first and second-semester activities.

Procedure to Apply for Funds

- An email must be sent to your home building administrator requesting approval of your attendance for a professional development event.
    - The administrator must indicate that building funds are not available for this request.
    - This email must be forwarded to the Professional Learning Office before filing a Funding Request Form on Frontline Education.
- A Funding Request Form must be submitted at least 30 calendar days before the event date, allowing enough time for the council to review the request. The funding request must be aligned with at least one district goal.
- All requests for PDC funds should be submitted before registration and accompanied by a Knowledge Plan if professional development points are desired.
- All attendance guidelines in the Negotiated Agreement regarding leave will be followed.
- Funds may not be used to pay for graduate credits.
- Each individual is limited to the use of PDC funds for one activity per year, while funding is available.
- No more than three district-wide funding requests per conference will be approved.
- The fiscal year for expenditure of funds ends June 30. All expense claims for funds within a fiscal year must be sent to the Professional Learning Office by June 15 so paperwork can be processed before books are closed.
- Staff awarded PDC funds will be required to present a three to five-minute summary of the workshop to the council at a monthly meeting.
- Failure to comply with these guidelines will result in future denial of funds.

Professional Learning Plan

Purposes for Using the Professional Learning Plan Process

There are three primary purposes for using the Professional Learning Plan process.

- ***Professional Growth*** – The responsibility we have for continued growth in education benefits both educators as professionals and students as learners.
- ***License Renewal*** – KSDE allows educators to renew their licenses, in part or in full, by accumulating credit with the Professional Learning Plan process. Points earned may be used for license renewal only if an active Individual Professional Development Plan is on file.
- ***Movement on the Salary Schedule*** – The USD 305 Board of Education has agreed that an educator may use Professional Learning Plan credit to move horizontally on the salary schedule. Please refer to the Negotiated Agreement *Article III-Salary and Additional Compensation* for more information.

Individual Professional Learning Plan

Each staff member is responsible for their professional learning activities and the associated record-keeping. Additionally, certified staff members are responsible for knowing licensure requirements and maintaining a current license. Professional learning activities are a component of licensure and should be completed in a timely and accurate manner.

Individual Professional Development Plans are due by October 1st of each calendar year. They are approved by both the building administrator and the Professional Learning Office.

Writing an Individual Professional Development Plan

The Individual Professional Development Plan is housed in Frontline Education. New goals are required annually. PDC representatives are available to provide support for goal writing. When creating or revising the plan, the educator must do the following:

1. Assess professional learning needs to determine appropriate goals by collaborating with their appraiser regarding professional learning and requirements for licensure renewal.
2. Enter goals in Frontline Education to include clearly stated results-based goals that work toward improved student learning.

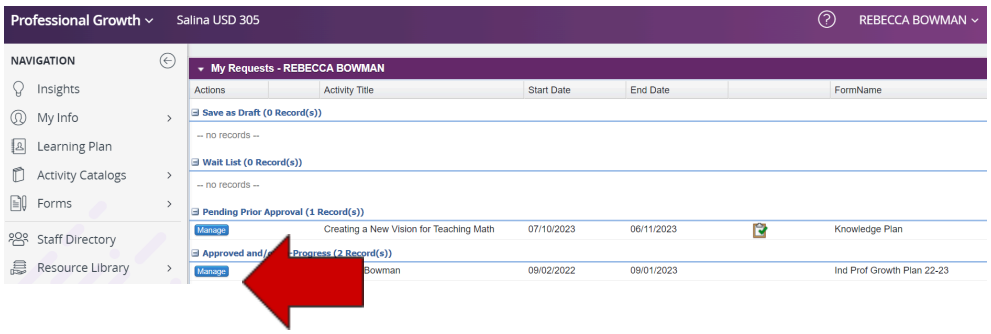
Salina Public Schools uses the *Frontline Education* software to track professional development. If you have any questions about your username, password, or using *Frontlineeducation.com*, please contact the *Professional Learning Office*.

The previous year's Individual Professional Development Plan must be MARKED COMPLETE before writing a new Growth Plan for the current school year.

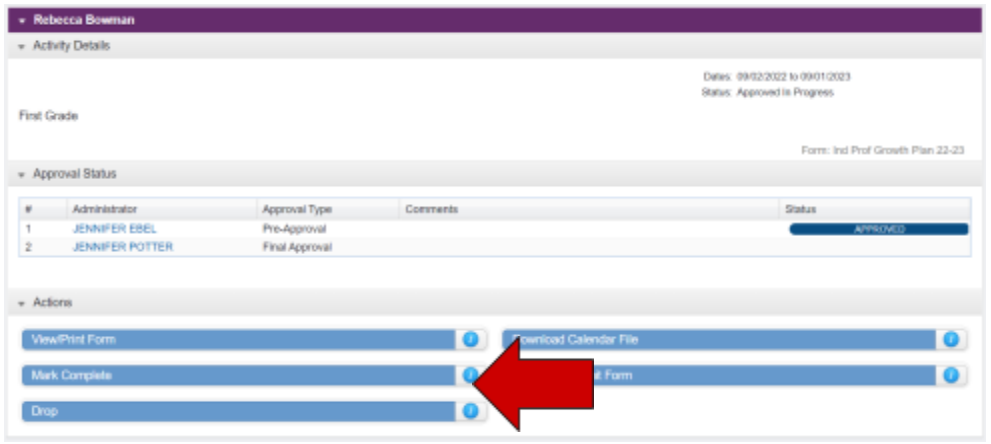
MARK COMPLETE A PROFESSIONAL DEVELOPMENT GROWTH PLAN

From the Navigation menu, select "Learning Plan."

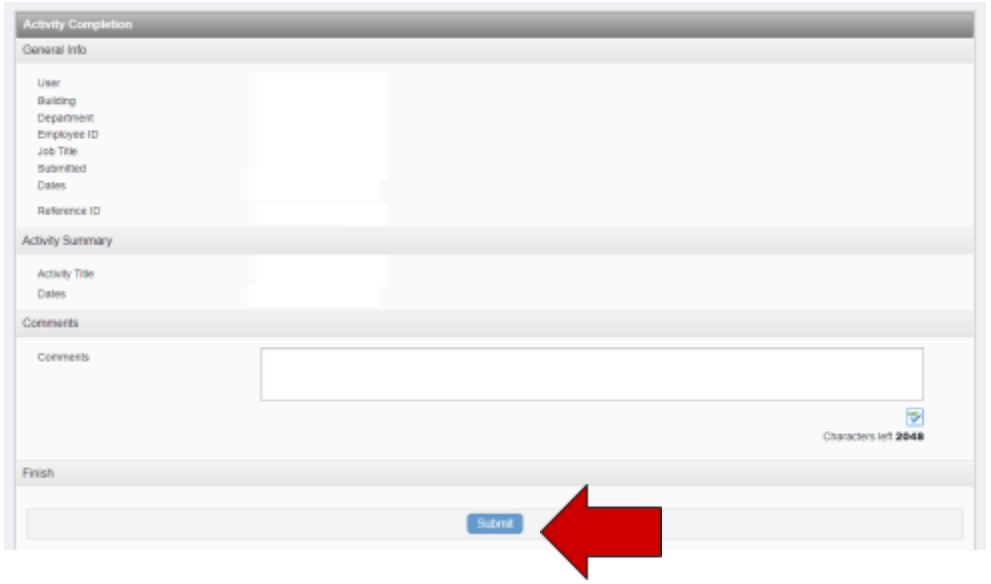
Select the blue "Manage" button.



Click on "Mark Complete."

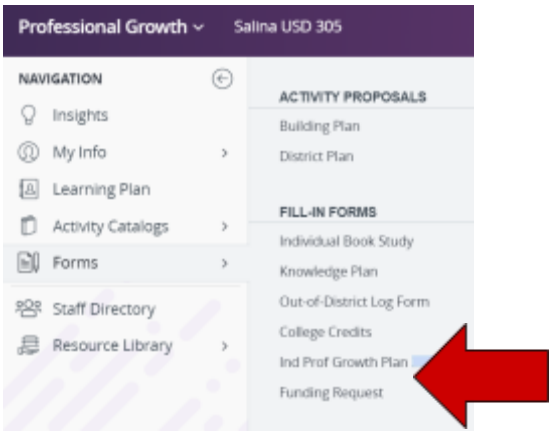
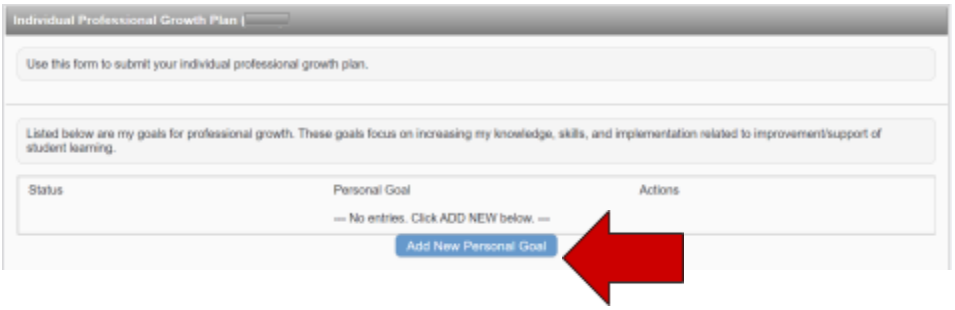
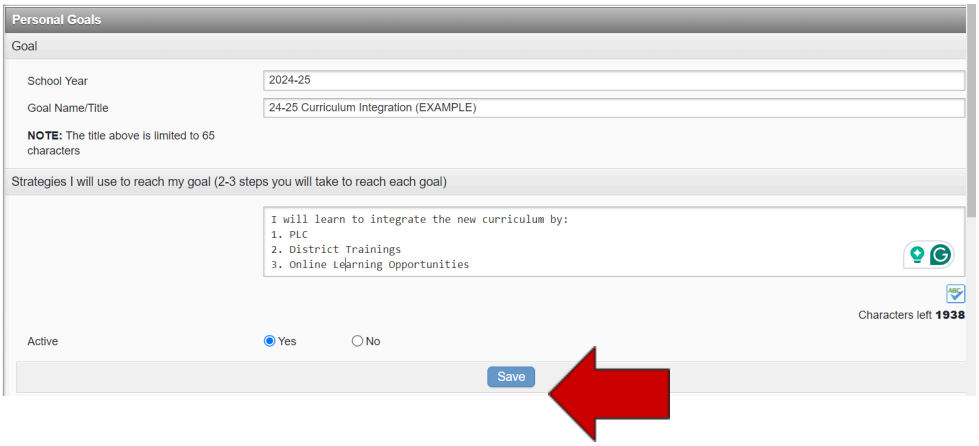
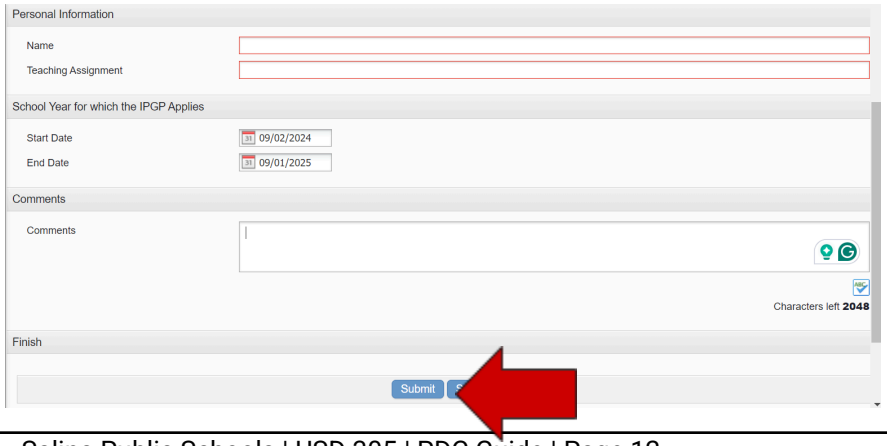


Select the "Submit" button to complete the process.



If you need assistance with your personal goal(s), please contact your Building PDC Representative.

WRITE A NEW INDIVIDUAL PROFESSIONAL GROWTH PLAN

From the Navigation menu, select "Forms." Select "Ind Prof Growth Plan."	
Click on "Add New Personal Goal."	
Provide a title and description with the current year. *See the format to the right.* Write 2-3 steps to reach your goal. Click "Save."	
Scroll down to enter your Name and current Teaching Assignment. *DO NOT change the dates.* Click "Submit"	

LEARNING CATEGORIES	
Staff members earn professional development points needed for licensure by participating in professional learning activities. Per *KSDE Professional Development Regulations*, points can be awarded across three categories of professional development.	
Content Standards	Knowledge or skills related to specific content endorsements. KSDE Regulations 91-1-215(a) "Content endorsement standards" means those standards adopted by the state board that define the skills and knowledge required for the specific content endorsements prescribed in K.A.R. 91-1-202. For example: Attending professional growth opportunities specifically in English, Math, Reading, Science, Social Studies, ESOL, etc.
Professional Education Standards	Knowledge or skills related to specific job or role responsibilities. KSDE Regulations 91-1-215(j) "Professional Education Standards" means those standards adopted by the state board that specify the knowledge, competencies, and skills necessary to perform in a particular role or position. For example: Attending professional growth opportunities in classroom management, Kagan strategies, social-emotional skills, etc.
Service to the Profession	Professional activities that directly relate to licensure of educators, accreditation processes, or professional organizations, along with activities that assist others in acquiring proficiency in instructional programs, pedagogy, or content. KSDE Regulations 91-1-215(k) "Service to the Profession" means any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to the licensure of professional educators, accreditation processes, or professional organizations. For example: Supervising student teachers, mentoring, presenting workshops, etc.

Professional Learning Activities

Types of Professional Learning Identified by Who Designs the Activity

1. ***District-Designed Professional Learning*** - District-level professional learning priorities are based on the district accreditation goals. Those goals are determined from district student achievement data, community collaboration, and administrative input. District personnel write a District Professional Learning Plan for any district-wide in-service. Educators need to sign a roster to earn Professional Development Points.

2. ***Building-Designed Professional Learning*** - Building administration determines building-level professional development priorities based upon specific school needs. Administrators or PDC Representatives write a Building Professional Learning Plan for any building-wide in-service. Educators need to sign a roster to earn Professional Development Points.

3. ***Educator-Designed/Individual Professional Learning*** - Educator-designed professional learning is planned and facilitated by the individual educator and/or teams of educators. Activities align with individual professional learning goals, PLC goals, and support the district's strategic plan.

ACTIVITIES TYPICALLY ELIGIBLE FOR POINTS	ACTIVITIES TYPICALLY *NOT* ELIGIBLE FOR POINTS
• In-service trainings • District-sponsored professional learning • PLC meetings, as professional learning communities, are intended • BLT meetings as leadership growth opportunities • Curriculum writing and revising • Mentoring • Cooperating teacher for a student teacher • Book and case studies • Professional learning conferences/workshops • Professional learning webinars • Graduate-level college courses (1 graduate credit = 20 points)	• Informational meetings that are part of expected duty (faculty meetings, department meetings, block plan meetings, etc.) • Regular job duties (grading, lesson planning, developing assignments, evaluating formative assessments, IEP/504 meetings, PT conferences, etc.) • Committee meetings not associated with professional learning (facilities task force, insurance committee, calendar committee, etc.) • Activities related to supplemental contracts (coaching clinics, travel, clubs, etc.) • Courses taught by an educator (university, continuing education)

Conference and Workshop Registration Procedures

Salina Public Schools is committed to providing effective, relevant, collaborative, and sustainable professional learning for all teachers and administrators. With a steadfast obligation to all students, professional development in Salina supports our Strategic Plan goals to increase students' communication, critical thinking, and social-emotional skills. It also provides each educator with the opportunity to renew and maintain a professional license issued by the Kansas State Department of Education through continuous learning and professional growth.

Registration

All registrations for professional development that Salina Public Schools does not provide will be completed by the Professional Learning Office. Please contact Jenny Potter at 785-309-4748 or *jenny.potter@usd305.com* for all arrangements.

- Building-level administrative assistants ***do not*** register staff for conferences or workshops, even if there is no registration fee.
- Professional Learning and Business Offices keep records of all professional development and need to handle all arrangements for consistency.
- Principals must agree to use building-level staff development budgets to cover conference and travel expenses unless prior approval is given to use district-level funds.

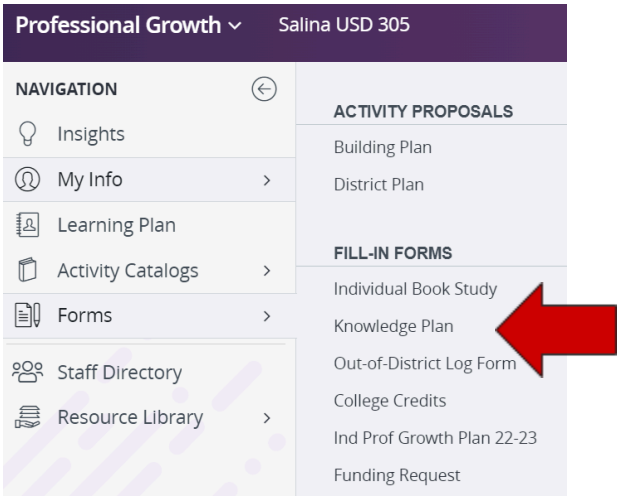
Mode of Transportation

All travel arrangements for conferences or workshops will be made by the Professional Learning Office. Please contact Jenny Potter, 785-309-4748 or *jenny.potter@usd305.com*.

- District vehicle
  - District vehicle reservations are expected, especially with multiple attendees.
  - If the district provides transportation to an event and a staff member chooses to drive their own vehicle, the district will not reimburse for mileage.
- Personal vehicle
  - Only one personal vehicle reimbursement will be allowed per event; staff are expected to carpool.
  - For mileage reimbursement at the federal rate, mileage must be recorded on the District Mileage Log sheet, listing date, locations, and distance of the trip.
  - The Expense Claim Form must be submitted to the Professional Learning Office within 30 days of travel.
- Flights
  - The Professional Learning Office works with a travel agent for all flights.

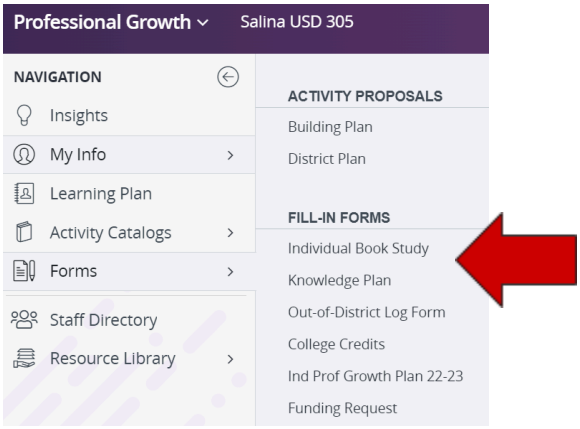
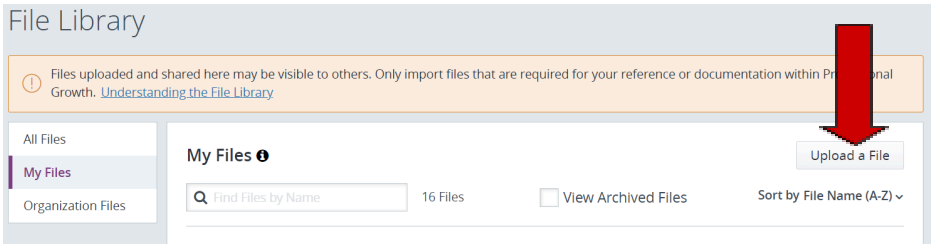
Knowledge Plan

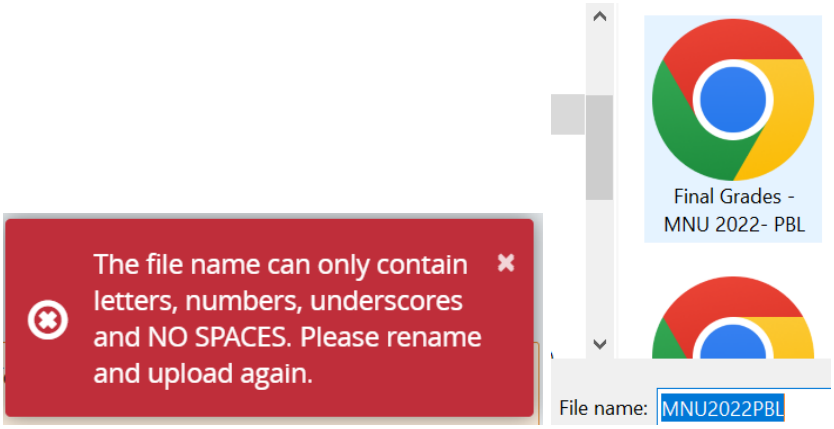
To earn points at any level for an individual activity, certified staff members must submit the activity in *Frontline* Education and complete a reflection. Other verification documents may be required by PDC. The process for individual activities includes a prior-approval, reflection, and final approval.

FILING A KNOWLEDGE PLAN	
Select "Forms" and then "Knowledge Plan."	
Obtain Prior Approval	The plan will first be sent to your building administrator for prior approval. When approved, it will then be sent to the building PDC representative for prior approval. All conferences and workshops MUST be submitted for prior approval BEFORE the start time and date of the event.
Complete or Attend Activity	Events that do not have prior approval may not be awarded points.
Submit Reflection and Mark Complete	Click on "Manage" by the title in your Approved and/or In Progress queue. Then click on "Knowledge Assessment" to access the reflection page. This needs to be completed within 30 calendar days after completing the activity. Assessment questions should be answered in paragraph form. 1. *Describe* three specific examples of what you learned. 2. *Describe* two specific examples of how you can apply the information in your classroom or position. 3. *Describe* how applying this knowledge will impact student achievement.

Individual Book Study

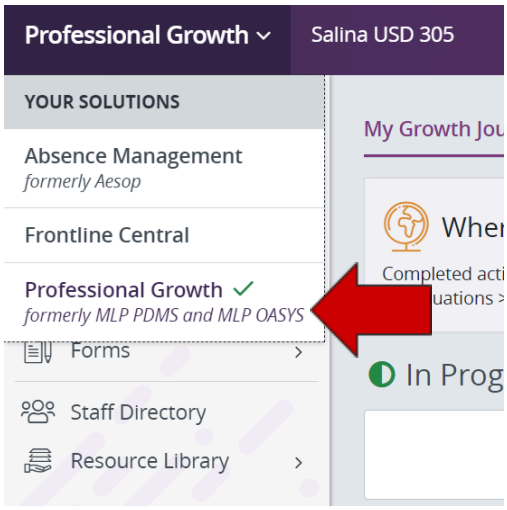
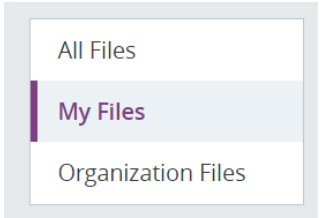
To earn points for reading a book to learn new strategies/content by an individual (not a group/building), a certified staff member must submit the activity in *Frontline* Education and complete a reflection. The process for individual activities includes prior approval, chapter reflections, a book assessment, and final approval.

FILING AN INDIVIDUAL BOOK STUDY	
Select "Forms" and then "Individual Book Study."	
Obtain Prior Approval	The plan will first be sent to your building administrator for prior approval. When approved, it will then be sent to the building PDC representative for prior approval.
Write Chapter Summaries	While reading the book, write a 3-5 sentence summary for each chapter. This must be uploaded (see p.17) to your file library before marking the Book Study complete. Each chapter is worth one professional development point.
To add a personal file to your My File Library, click on the Upload a File button.	

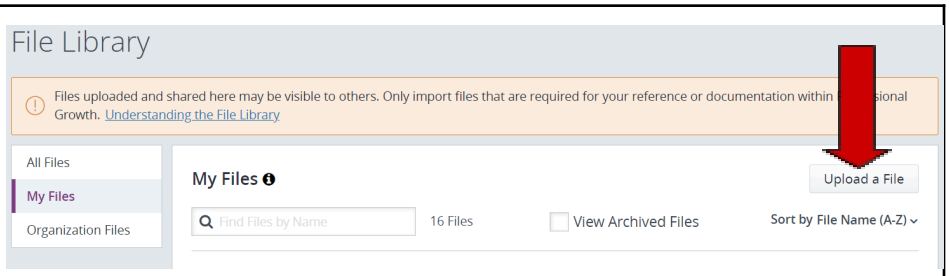
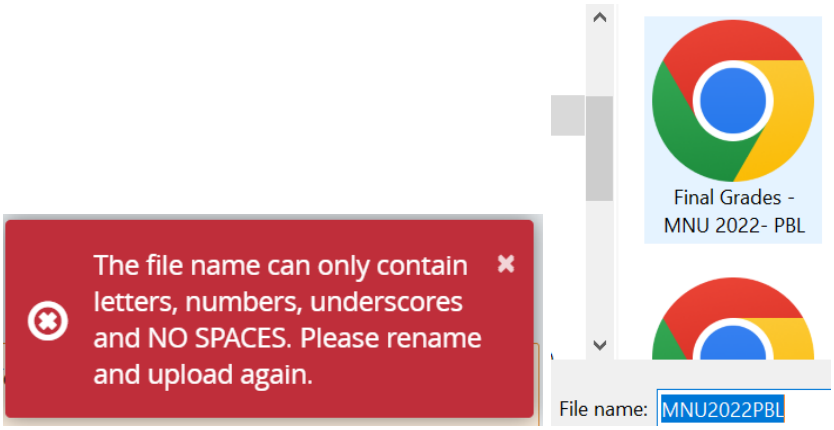
Choose File to Upload	Next, locate the item you want to upload, enter a name (it is helpful to include the date uploaded and school name in the file name), and click Upload. (Max file size: 30Mb)  The document will then appear in the "My File" list.
Continue to Book Study Assessment	Once uploaded, proceed to file the Book Study Assessment.
Submit Reflection and Mark Complete	Click on “Manage” by the title in your Approved and/or In Progress queue. Then click on “Book Study Assessment” to access the reflection page. This needs to be completed within 30 calendar days after completing the activity. Assessment questions should be answered in paragraph form. 1. *Describe* three specific examples of what you learned. 2. *Describe* two specific examples of how you can apply the information in your classroom or position. 3. *Describe* how applying this knowledge will impact student achievement.
If you need assistance with your Individual Book Study Form, please contact your Building PDC Representative.	

College Credit

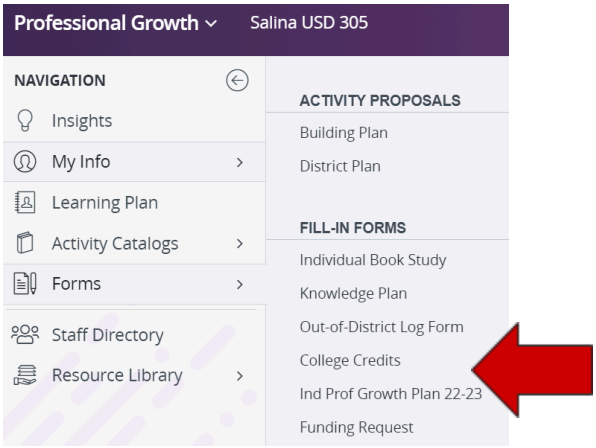
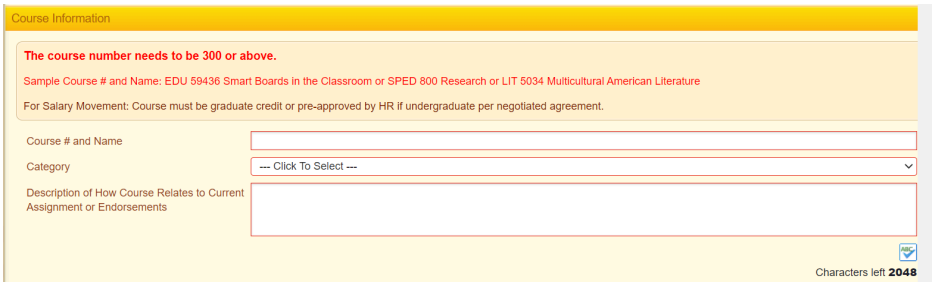
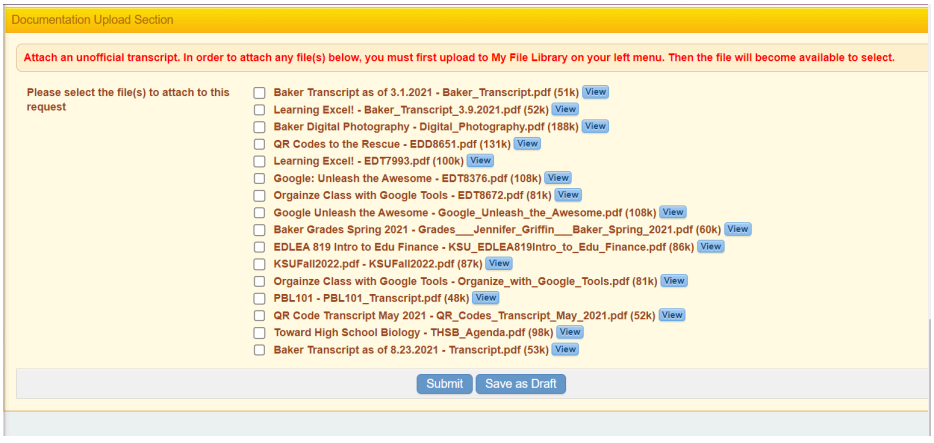
To earn points or credit for taking a college course, a certified staff member must take a graduate-level course, submit the activity in *Frontline* Education, and upload an unofficial copy of their transcript with a final grade. Computer screenshots are not an acceptable form of an unofficial transcript. Please submit this form after the course(s) are graded. The transcript MUST be directly attached to each form.
1 graduate credit = 20 points

ADDING A COLLEGE TRANSCRIPT	
Log in to Frontline and select "Professional Growth."	
Select My Info, My File Library from your side navigation.	
Once opened, you will see "All Files", "My Files", and "Organization Files" sections.	 "My Files" includes any files you already uploaded, and "District Files" displays any district-provided material. Each section lists a file's type, name, size, and upload date.

College Credit (cont.)

To add a personal file to your My File Library, click on the Upload a File button.	
Choose File to Upload.	Next, locate the item you want to upload, enter a name (it is helpful to include the date uploaded and school name in the file name), and click Upload. (Max file size: 30Mb)  The document will then appear in the "My File" list.
Continue to the College Credit Form.	Once uploaded, proceed to file the College Form.

College Credit (cont.)

FILING A COLLEGE CREDIT FORM	
Select “Forms” and then “College Credits”.	
Fill out the form. The course number and name must exactly match the transcript.	
Attach your Transcript. Ensure the course is listed on the selected transcript. Select “Submit”.	
Obtain Prior Approval.	The plan will first be sent to your building administrator for prior approval. When approved, it will then be sent to the building PDC representative for prior approval.
Mark Complete.	A college credit form needs to be marked complete within 45 calendar days after completing the course. If submitting a form past the 45 calendar days, please contact the *Professional Learning Office* for assistance.

Level Criteria for Professional Development Points

Individual Professional Development Points (IPDP) are awarded for licensure on three levels, as required by the KSDE regulations. All points are housed in Frontline Education and routed through multiple approvers at different levels to ensure accuracy. There are no limits to the number of points a staff member may be awarded at any level. There is a multi-step process for approval of the Application and Impact level requests. Due to the length of this process, it sometimes takes an extended time to approve all forms that are submitted. Points can only be awarded when submission guidelines are followed. If any proposal is denied, the staff member has the right to appeal the decision to the full council for evaluation.

Level 1: Knowledge Level Points

Knowledge level points address the question, “What do you know now that you did not know before?” This level provides the baseline for the points that will eventually be earned at the Application and Impact levels. Knowledge level points are awarded at a rate of one point per clock hour of the professional learning activity. Knowledge level points are awarded for activities that increase the knowledge and/or skills related to specific content endorsements (Content Standards) or job and role responsibilities (Professional Education Standards). Knowledge-level points may also be awarded for activities that help others develop proficiency in instructional programs, pedagogy or content, or that directly support educator licensure, accreditation processes, or professional organizations (Service to the Profession).

Knowledge level points are approved by the building PDC representative, PDC Executive Team, and/or the Director of Accreditation and Professional Learning. Staff members must obtain pre-approval and provide documentation of the activity in the form of a reflection, agenda, certificate of completion, and/or sign-in sheet. The PDC retains the right to request additional documentation for any activity.

Level 2: Application Level Points

Application-level points address the question, “What are you doing now that you could/did not do before?” When a staff member applies professional learning to an authentic situation, he/she can apply to earn Application-level points. Application-level points are awarded at a rate of two points per Knowledge level point of the original activity.

Application-level points are approved by the PDC Executive Team and/or the Director of Accreditation and Professional Learning. Staff members must obtain pre-approval and provide documentation in the form of evidence (ex. lesson plans from throughout at least one semester, practice with feedback from a trained peer coach or supervisor that takes place throughout at least one semester, observations using video or audio tapes at several intervals throughout at least one semester, etc.), and in the form of a reflection. The PDC retains the right to request additional documentation for any activity.

Level Criteria for Professional Learning Points (cont.)

Level 3: Impact Level Points

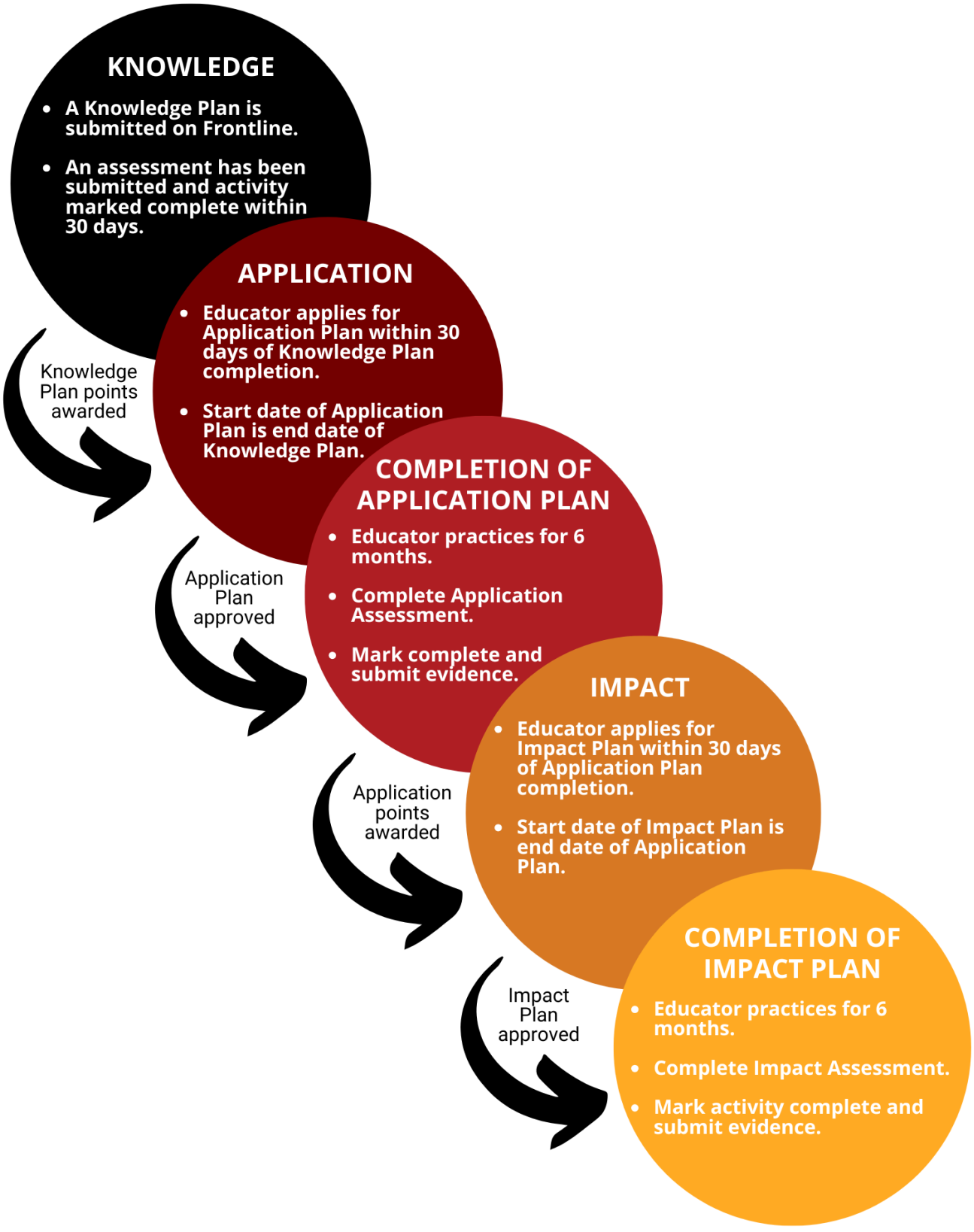
Impact level points address the questions, “How has student performance improved, and what has changed about the program?” When a staff member applies professional learning to an authentic situation, and it positively impacts student learning or the educational program of the school or district, he/she can apply to earn Impact level points. Impact level points are awarded at the rate of three points per Knowledge level point of the original activity.

Impact level points are approved by the PDC Executive Council and/or the Director of Accreditation and Professional Learning. Staff members must obtain pre-approval and provide documentation of the activity in applicable data (ex. evidence of improved student academic performance, evidence of school-related district or school policy change, revision of curriculum, etc.) over at least a six-month time period and in the form of a reflection. The PDC retains the right to request additional documentation for any request for Impact level points.

Application/Impact Points for Different Positions in the District

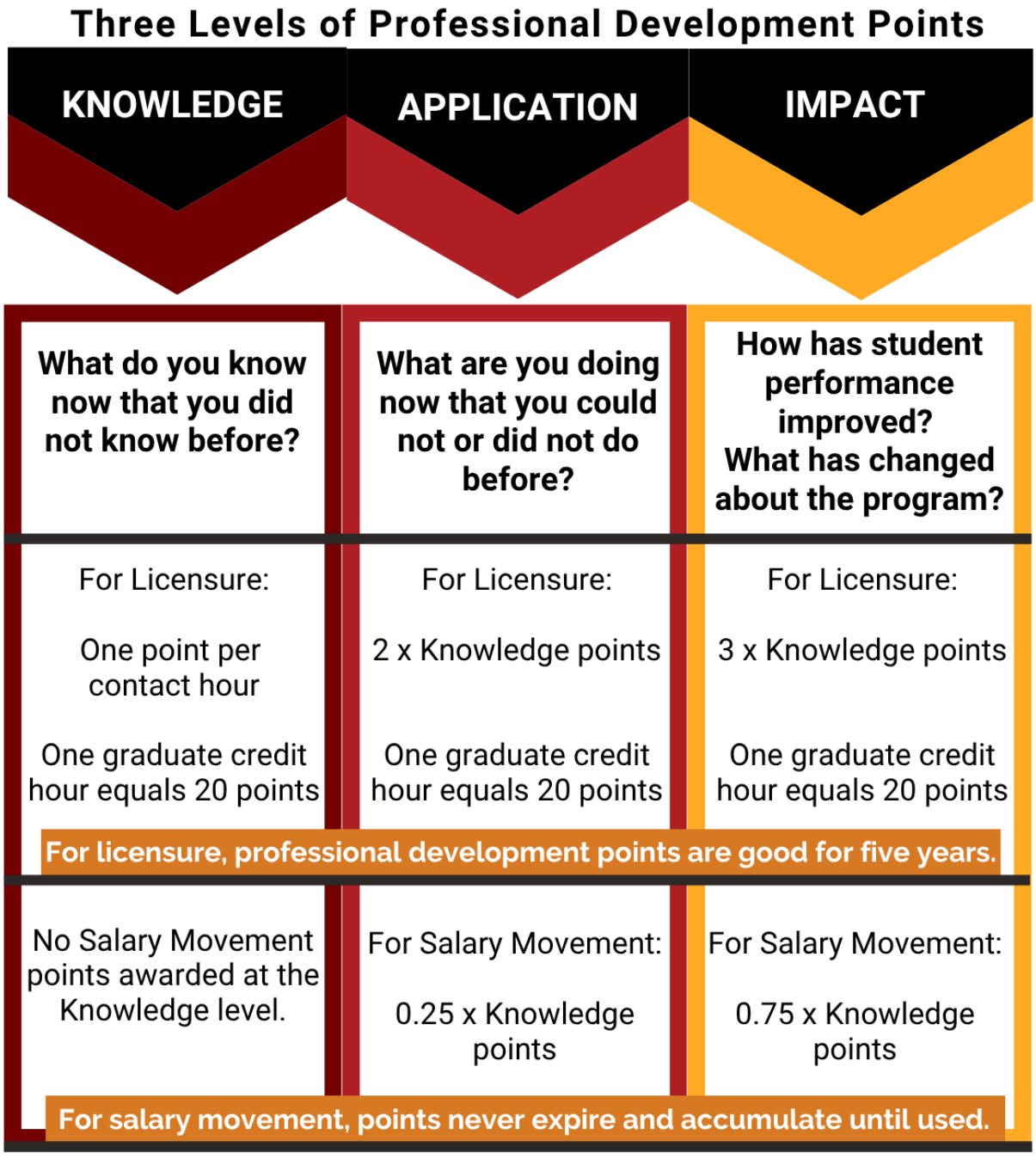
Staff whose main responsibility is working with students must earn points and provide evidence for application/impact with students. District personnel whose main responsibility is working with staff (i.e., coaches) must earn points and provide evidence for application/impact with staff.

Knowledge, Application, Impact Flowchart



Comparison of Licensure and Salary Movement Points

Points can be earned at three levels, each possessing different values. The graphic below shows how a plan can begin at the Knowledge level and be taken to the Application Level, then on to the Impact level.



Salary movement is a negotiated item. Please refer to the Negotiated Agreement *Article III-Salary and Additional Compensation*, or contact the Professional Learning Office at 785-309-4748 for more details regarding salary movement points.

Licensure Procedures

The Kansas State Department of Education (KSDE) is the issuing authority; only the KSDE can provide accurate information regarding individual cases. The employee is responsible for meeting all licensure requirements, completing the renewal application through KSDE's authenticated application, keeping track of professional development points, and taking college courses if needed for renewal. The employee is also responsible for adding all completed college credits to their Frontline Education account in order for the points to be documented on their Professional Development Transcript.

HOW TO APPLY FOR THE APPROPRIATE LICENSE	
Licensure is the responsibility of the employee.	Each employee must know their own licensure requirements. ● Access a copy of any current Kansas license: *Educator License Lookup*. All professional development hours (PD points and college credits) must be documented on Frontline Professional Growth for points to be acknowledged by KSDE.
Apply for an appropriate license with KSDE.	To access application forms and license requirements: *License Applications*. ● For questions regarding which form to submit, contact KSDE directly at 785-296-2288 or email *TLALicense@ksde.gov*. ● Licenses can be renewed up to 6 months prior to the license expiration date. ● Allow 6-8 weeks for processing once an application has been submitted to KSDE.
Professional Development Transcript verifies PD points for certification.	KSDE will send a notification to the Professional Learning Office of your pending application. ● The Director of Accreditation and Professional Learning will submit your Professional Development Transcript electronically to KSDE. ● Teachers who need a Professional Development Transcript from another district must contact that district directly.
Accessing and Printing Your License from KSDE.	KSDE will notify you by email once your license has been approved. ● Contact the *Professional Learning Office* when the license has been issued so an updated copy can be added to your Frontline Central account.

Presenter Points Policy

Creating and facilitating workshops and professional learning opportunities for colleagues in areas of expertise is a service to the profession and an effective way to grow professionally. Developing areas of expertise and sharing that expertise with colleagues is encouraged. As an incentive, additional points may be earned for being a facilitator or presenter at professional learning events.

Additional points may be awarded for the preparation of the presentation at a rate of one point per hour of presentation. Example: For a one-hour presentation, a presenter would receive two points - one point for preparation and one point for presentation.

Additional points for preparing a presentation are awarded if the following criteria are met.

- Presenting at a professional learning event is not a normal job responsibility.
- The presentation is above and beyond the typical expectations of the position. Active collaboration in PLCs is an expectation of many positions.
- The presentation is new or revised. Repeated presentations of the same workshop are not eligible for additional points.
- A maximum of two presenters may receive additional points per professional learning event.

Before presenting at a conference or workshop, the filer must submit a Knowledge Plan for Service to the Profession. Presenters do not receive points as participants. Points earned for presenting are not eligible to be advanced to the Application or Impact Levels per KSDE regulations.

Frequently Asked Questions (FAQ)

Appeals Process
If a plan or assessment is denied by the immediate supervisor, Building PDC, or District PDC, the educator may appeal that decision by filing an appeal form. Contact the Professional Learning Office at 785-309-4748 for additional information.

Application and Impact Points for Salary Movement
Impact points are the only points allowed to be used for salary movement in our district.

Assessments Returned for More Information
If a professional development assessment is returned to the filer for more information, the requested information must be submitted within 30 days to be eligible for points. Returned assessments submitted without adequate information will be denied.

Points are Not Limited
Points are not limited to a specific amount earned each year. Points will be awarded for educators using signed district and building rosters indicating attendance and the number of hours for professional learning activities.

Previous District Transcripts
You will not need to request or send a copy of your previous district's Professional Development Transcript to the Salina Public School Board Office. When you renew your teaching license, your previous school district will need to send your transcript directly to KSDE at *etranscripts@ksde.gov*.

Student Teacher Supervision
Before supervising a student teacher, the filer must submit a Knowledge Plan for Service to the Profession to earn professional development points. The filer must submit an assessment, including a log of time, at the conclusion of the clinical practice. The time log would represent only time spent specifically instructing, planning, or conferencing with the student teacher.

When to File College Credits
A College Credit form must be filed once a graduate-level course has been completed and a grade awarded. An official or unofficial transcript must be uploaded to Frontline Education before filing for college credits. A transcript must include the institution, your name, title, and number of the course, final grade, and credit hours awarded. The course number and title must match the transcript.

Professional Learning Office

If you have questions or need assistance, please contact the Salina Public Schools Professional Learning Office.

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jenny.potter@usd305.com

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