

TO: ALL TEACHING STAFF
FROM: DISTRICT ADMINISTRATORS
RE: PROFESSIONAL DEVELOPMENT HOURS
IMPLEMENTATION GUIDELINES, "WHAT COUNTS"
CHART AND RECORD SHEET OF PD HOURS
DATE: OCTOBER 23, 2009

Attached please find a log sheet to help you track all professional development hours you accumulate throughout the year. Refer to the implementation page and "What Counts" resource for any questions you may have as to what can be counted in your acquisition of PD hours for 2009-10.

This record form is for your use throughout the year. As always, you will receive a new form with your annual evaluation data survey in the spring.

Please note that for teachers who have been in the district for at least the last five years, 2009-10 is the fifth and final year of the most recent five year PD Hours Cycle. A minimum of 100 professional development hours should be accumulated by these teachers by August 31, 2010.

All teachers should note that the state is requiring districts to begin a new five year cycle for 2010-2011 that applies to all teaching staff. Thus, all teachers employed by the district as of September, 2010 (except for those teaching under a Provisional Certificate) will be on year one of the new cycle as of September 1, 2010.

Please contact your supervisor, director or assistant principal if you have any questions.

WHAT COUNTS
FOR PROFESSIONAL DEVELOPMENT

HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT

GENERAL IMPLEMENTATION ISSUES

1. All professional development activity accruing credit toward the 100-hour requirement must be approved in advance by the appropriate supervisor and documented in the PIP.
2. No credit can be accrued by teachers who are provisionally or conditionally certified.
3. Validation of completion of the activity can be a transcript from a college or university, certificate issued by a registered provider, attendance record signed by activity facilitator, memo from the supervisor, or official record form initialed by the facilitator or supervisor. In cases in which outside providers are approved by the supervisor but not registered, the supervisor shall determine the required nature of the proof of completion.
4. Any certificates and other proofs of completion should be kept safely in the teacher's possession and the information recorded on the district's approved form, both of which shall be maintained by the teacher and be available for review by the appropriate supervisor.
5. Activities required for maintenance of licenses or certificates issued by a professional organization or governmental agency are countable only once in the five-year cycle.
6. When an agency offers credit based on Continuing Education Units (CEU's), each CEU shall count as 10 hours of professional development.
7. Activities pertaining to extra-curricular assignments are not countable.
8. Credits will be awarded in ½-hour units based on the actual hours of participation (excluding lunch, travel time, significant breaks, etc.) with exceptions noted.
9. A teacher on leave for one year or less has the option to accrue hours if he or she has an agreed upon PIP for the school year that delineates professional development opportunities.
10. A part-time teacher (i.e., one who is employed on a regular basis for the school year but for less than the full school day or week) is required to accrue 50 hours of professional development during the five-year cycle. For teachers whose part-time status changes during the cycle, a special formula established by the State will be applied.

WHAT COUNTS?*

<u>Activity</u>	<u>Description</u>	<u>Maximum</u>
A. College Courses	Graduate & undergraduate in a teacher's area of certification and assignment unless approved by the supervisor.** On-line courses are countable.	15 per credit*** 2 courses/yr.
B. Out-of-District workshops	Only those by registered providers and by non-registered providers at state, regional & national conferences approved by the supervisor. On-line workshops are countable.	20 hrs./yr.
C. In-District workshops	Including In-service Days and portions of faculty and department meetings devoted to articulation, curriculum, and other approved topics.	20 hrs./yr.
D. Visitations	Visits to other schools, agencies, and programs when such visits are not part of an individual's normal responsibilities (e.g., CST member). Countable are hours accrued as a member of a Middle States visiting team.	10 hrs./yr. or 20 for Middle States service
E. Curriculum Development	Service on curriculum committees, non-paid curriculum writing and/or infusion units/projects approved by the supervisor. Textbook review may be considered in this area. Exam Development/rewriting (hour-for-hour credit) Crosswalk writing (2 hours for each hour of credit)	20 hours/year
F. Independent Professional Study	Independent professional studies, including but not limited to action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, textbook review, and portfolio development. If a teacher chooses to develop an independent study program, the appropriate form must be completed detailing the program.	20 hours/year
G. Committees	Middle States, articulation, PAC, 504, School Climate, Professional Development, NHS and others as approved and identified in the PIP with the specific goals of the experience outlined therein.	10 hours/year
H. Mentoring	Official mentoring of a provisional teacher or service as a student teacher's Supervising Teacher, not as a host to a student "observer."	1 hour/week
I. Grant Writing	As approved by the supervisor and delineated in the PIP.	10 hours/year
J. Workshop Presentation	Salaried teaching of a college course or workshop will not count.	1 hour/each hour of delivery time + 2 hours (prep.) for each hour of delivery for 1 st presentation only.

*All activities are to be referenced through the PIP.

**Approval of a course for professional development credit does not necessarily grant credit for that course on the salary guide or for tuition reimbursement. The provisions of the Board/HPREA agreement shall govern those situations.

***College courses typically accrue 15 hours of professional development credit for each credit. However, a college may establish its own limitations. For example, it may state that a course is only a 40-hour course, in which case this district will grant no more than 40 hours of professional development credit.