

Braintree Public Schools Individual Professional Development Plan

Requirements for Renewal of Professional License *Effective as of December 1, 1999*

Category	Total PDPs required	Initial approval of Individual Professional Development Plan (IPDP)	Minimum # of PDPs per Topic (to count for relicensure)	Content PDPs required for relicensure
Primary professional license	150	Within three months of date of issue, or by Oct. 30, 2004	10	At least 120 PDPs in content or pedagogy; at least 90 of those PDPs in content
Each additional license	30	Within three months of date of issue, or by Oct. 30, 2004	10	At least 30 PDPs in content or pedagogy

Definitions

<ul style="list-style-type: none"> • Advanced Academic Study: upper level undergraduate course (or equivalent) where content is new to the educator or graduate level course (or equivalent) • Content Area: academic discipline/subject matter of license • District Professional Development Plan: delineates district goals; includes School Improvement Plans' goals; defines activities through which staff will meet professional growth and relicensure requirements, including no-cost options and specific content to be addressed; sets forth a professional development budget; includes district's professional development offerings. • Individual Professional Development Plan: the educator's five-year plan which outlines professional activities for purposes of relicensure. 	<ul style="list-style-type: none"> • No Cost Option: in requiring Massachusetts' educators to renew their licenses, the Education Reform Act provides that there shall be a no-cost option. The Board of Education has charged districts with this responsibility. • Pedagogy: teaching methods • Primary License: when an educator holds more than one license, s/he designates one as the "primary" license, generally the one under which the educator is working. • Professional Development Point (PDP): unit created to measure professional development activities: <ul style="list-style-type: none"> ✓ 1 clock hour = 1 PDP ✓ 1 semester hour = 15 PDPs ✓ 1 CEU = 10 PDPs ✓ Advanced Academic Study or DOE Activities = 1.5 PDPs/clock hour • Topic: A single or tightly integrated area of study within an academic discipline or related to a particular method of teaching or administration
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Name: _____ Date: _____

Position: _____ District: _____

License Number: _____ School: _____

Primary License: _____ **Code:** _____

Which type of certificate do you hold (check appropriate box)?

Professional

How many PDPs in content and pedagogy? _____

Initial *

Preliminary*

Additional License: _____

Code: _____

Which type of certificate do you hold (check appropriate box)?

Professional

How many PDPs in content and pedagogy? _____

Initial *

Preliminary*

STEPS TO FOLLOW IN CREATING AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

1. Review license(s). Determine number of content PDPs required.
2. Review district goals.
3. Select district goals to be addressed.
4. Review school goals.
5. Select school goals appropriate to your grade level/subject area/needs.
6. Review district PD opportunities, both contractually required (for example, in-service) and other offerings.
7. Select appropriate district activities.
8. Select any other professional development activities (seminars, conferences, courses, etc.) which may or may not be subsidized by the district.

The district goals that my plan addresses are: (please number)**

The school goals that my plan addresses are: (continue numbering)**

My individual goals are: (continue numbering) *(these should be related to curriculum, instruction, assessment, student management, etc.)*

* Preliminary and Initial licenses are good for five years of employment. To move from Initial to Professional licensure requires the completion of a Masters Degree.

** The principal or immediate supervisor must provide each teacher with a copy of the district goals and school goals. The educator selects the goals s/he will address in the IPDP.

For more information on the Massachusetts Department of Education's relicensure regulations and guidelines, or to see an example of a completed Individual Professional Development Plan, go to the MTA web page at <http://www.massteacher.org> or the Massachusetts Department of Education web page at <http://www.doe.edu/recert>.

Record of Approved Professional Development Activities for Primary Area

Professional Development Activity	Professional Growth Goal (Goal Number)	Content PDPs	Other PDPs (pedagogy or professional skills)	Date Completed

Record of Additional Professional Development Activities for Elective PDPs

Professional Development Activity	Professional Growth Goal (Goal Number)	Content PDPs	Other PDPs	Date Completed

Use additional copies of this form if necessary.

Educator's Name

License Number

Initial Review and Approval

Date: _____

The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Supervisor's Name (print)

Title

Signature

First Two Year Review

Date: _____

The signature below indicates that this educator's Individual Professional Development Plan was reviewed.

Please check one.

_____ The Plan remains consistent with the educational needs of the school and/or district.

Supervisor's Name (print)

Title

Signature

Second Two Year Review

Date: _____

The signature below indicates that this educator's Individual Professional Development Plan was reviewed.

_____ The Plan remains consistent with the educational needs of the school and/or district.

Supervisor's Name (print)

Title

Signature

Final Endorsement

Date: _____

The signature below indicates the supervisor has reviewed this educator's Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan.

Supervisor's Name (print)

Title

Signature