

## **PDP'S FOR PAST PROFESSIONAL ACTIVITIES WITHIN THE DISTRICT**

Please fill out the attached form to insure that you receive the appropriate number of PDP's for activities you may have participated in since September of 2004. You might find it useful to collaborate with your colleagues to develop your list. Use as many pages as necessary. Your form will be reviewed, and PDP certificates will be issued for approved activities. Thanks for your patience.

### **REMINDER: THIS FORM APPLIES ONLY TO ACTIVITIES THAT OCCURRED WITHIN OUR DISTRICT**

Some activities for which you can receive PDP's (you may come up with others):

- Workshops that took place within the district
- Curriculum Meetings (including release days)
- Lesson Study (review lessons with colleagues to identify areas of improvement)
- Cooperatively developing and implementing an innovative instructional unit.
- Department/staff meetings dealing with improving instruction (with follow-up)
- Accreditation activities
- Special projects (science fair, math night, etc.)
- MCAS preparation activities (beyond normal classroom review)
- Differentiated instruction training with follow-up
- Implementation of a new textbook program
- Developing and implementing new assessment techniques
- Development of summer reading activities
- Use of technology to aid instruction/assessment (for example, Study Island)
- Creation of a classroom web site to post homework assignments, etc.
- Development of technology-rich lessons (web quests, PowerPoint)
- Mentoring/Peer Coaching (Max: 15 per year)
- Cooperating teacher (Max: 15 per year)
- Participating in planning efforts, especially curriculum related
- Others?

## **Guidelines for Earning Professional Development Points**

(NOTE: Detailed information about recertification can be found on the [recertification page of the Massachusetts Department of Education web site.](#))

**PROFESSIONAL DEVELOPMENT POINTS (PDP's):** Below is a listing of categories of professional development activities and the rules associated with the awarding of Professional Development Points (PDP's). Please note that PDP's may be earned in activities other than those listed. (For example, PDP's are awarded for taking a graduate course.) The categories apply to activities that take place within our school system.

### **CATEGORIES OF DISTRICT-BASED PROFESSIONAL DEVELOPMENT ACTIVITIES (source: Massachusetts Department of Education)**

- 1. School or District Improvement Activity**—Participating in an activity that strengthens professional knowledge in skills in content areas. Must include an observable demonstration of learning have written product or other documentable product. A minimum 10 hours per category is required. 1 PDP/Clock hour
- 2. Mentoring (including Peer Coaching; Cooperating Teacher)**—Serving as a mentor to a new teacher, as a cooperating teacher for a student teacher, or as a peer coach (to be defined) for a colleague. 15 PDP's per year
- 3. Curriculum Development**—Participating in the authoring of a new curriculum that is shared in some way. Included in curriculum development is the sharing of professional resources. 15 PDP's per curriculum unit/maximum of 60 PDP's per five-year cycle
- 4. School-based Project**—Developing and implementing an activity for students, parents, or teachers that incorporates learning standards from the state Curriculum Frameworks 1 PDP per clock hour/maximum of 30 PDP's per five-year cycle
- 5. Accreditation Activities:** Being a member of a visiting team or faculty member preparing for visit. Maximum of 30 PDP's per five-year cycle
- 6. Presenters:** Developing and presenting a workshop with a minimum of three separate sessions. Three times the amount of PDP's participants earn. (Minimum 10 PDP's/Maximum 24 PDP's)

**APPLICATION FOR EARNED PDP'S**  
**USE THIS FORM FOR ACTIVITIES WITHIN THE SCHOOL DISTRICT**

Name \_\_\_\_\_

School \_\_\_\_\_ Assignment \_\_\_\_\_

Certification Area(s) \_\_\_\_\_

Year Certification Expires \_\_\_\_\_

<b>Activity Title and Brief Description (add notes, if necessary) Circle category at bottom of each box, if one pertains to the activity.</b>	<b>Dates (Approx. OK)</b>	<b>No. of Hours</b>	<b>(Leave blank)</b>
School Improvement Activity   Curr. Development   School-Based Project   Workshop by Staff Member			
School Improvement Activity   Curr. Development   School-Based Project   Workshop by Staff Member			
School Improvement Activity   Curr. Development   School-Based Project   Workshop by Staff Member			
School Improvement Activity   Curr. Development   School-Based Project   Workshop by Staff Member			
School Improvement Activity   Curr. Development   School-Based Project   Workshop by Staff Member			

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Please return this form to Gary Reese, Assistant Superintendent for Curriculum*