

# LCMS--Kansas District Professional Development Program

## Guidelines 2006



## LCMS – Kansas District Individual Professional Development Plan

### “Road Map” for Teachers

The Professional Development Committee In-service Plan for the Kansas District and the Results-Based Staff Development Plans for schools are critical for developing the quality of education in any school. One area that has immediate impact on educators is their professional development.

**All** educators currently teaching in the Kansas District **must** have an Individual Professional Development Plan (**IPDP**) on file in the Kansas District Office. Your file will include:

- A copy of your current teaching certificate
- An approved IPDP
- A transcript of your professional development (in-service activities recorded by the PDC and kept in your file.)

This new plan is valid for the same period of time as your teaching certificate or license. When you renew your certificate or license, you must submit a new IPDP to the District office along with a copy of your new certificate.

You cannot know all strategies and/or activities planned by your school for the next five years. You may revise your plan and send an amendment to the district at any time. Strategies and activities **must** be listed in your IPDP for the PDC committee to award points on your professional development transcript.

### Professional Development Points

Participation in professional or staff development activities must be used to gain professional development points for licensure renewal. Professional development points are awarded not just according to whether or not an educator has attended training. Points are awarded according to:

- **Knowledge**—How professional or staff development has led to increased knowledge (1 pt. = 1 contact hour)
- **Application**—How it has been applied in practice (2 X Knowledge Level points)
- **Impact**—What the results of that practice have been. (3 X Knowledge Level points)

### Three Levels for Awarding Points

Professional development points are awarded according to three levels. For each of the three levels there are *no limits* on the number of points that may be earned. *No limits* mean that there are no caps in reference to points earned for licensure renewal. The three levels are described below:

#### Level I - Knowledge

Points awarded on a one-point per hour basis provided the individual verifies that he/she has learned something as a result of the professional development activity.

#### Level II - Application

Points awarded based on the demonstrated application of the information gained at the knowledge level and for which 2 X's the knowledge level points are awarded.

#### Level III - Impact

Points awarded based on demonstrated impact of the knowledge and skills acquired and for which 3 X's the knowledge level points are awarded.

Educators may earn in-service points in four areas: Content Endorsement Standards, Professional Education Standards, Service to the profession, and College/University Credit. **Content Endorsement Standards** would include attending workshops and seminars in the content area you are teaching. **Professional Education Standards** would include attending workshops and seminars in areas of education that are a benefit to you as an educator but are not directly in your content area. A list of these indicators can be found in the *Teacher Standards* document on the KSDE web site: [www.ksde.org](http://www.ksde.org). Click on Certification and Teacher Education and then on Licensure Redesign. Scroll down past Chart of Endorsements and click on *Teacher Standards Adopted by the SBE 9/11/01*. **Service to the Profession** would include Presenting in-service sessions, participation in QPA, serving on curriculum committees, etc. **College/University Credit** is taking graduate classes. 1 credit equals 20 in-service points.

## LCMS—Kansas District Professional Development Goals

Because of the diversity of schools in our district, the focus of staff development is determined at each individual school. Each staff develops an improvement plan to meet the needs of their students. Building principals give initial approval to educator's plans and activities as they align with the school goals and objectives.

## LCMS—Kansas District Professional Development Committee

### Committee Membership

The Professional Development Committee for the LCMS—Kansas District is a committee of 6 members elected by the educators in the district at the annual Professional Educators Conference. Two members will be elected each year, each serving a 3 year term. A member may serve consecutive terms. The committee must have at least 3 educators and committee members will be representatives from each geographical region of the Kansas District. New members to the committee will begin by attending the November meeting.

### **Committee Training**

The members of the Professional Development Committee will be trained by a member of the KSDE or attend a workshop offered by the KSDE. Following the initial training, the 4 remaining committee members will annually train the new members of the committee at their first meeting.

### **Committee Responsibilities**

The Professional Development Committee keeps the educators of the Kansas District informed of state requirements for teaching recertification and licensure renewal. The PDC approves Individual Professional Development Plans, awards professional development points for appropriate in-service activities and university credit, and issues to educators the Professional Development Transcript needed for recertification or licensure renewal.

Forms for the Individual Professional Development Plan and Request for Points are included the “Road Map” for Teachers. The principal of each building approves the IPDP by signing it and verifies the activity and gives initial approval to the class or in-service activity by signing Request for Points forms. The request form is then sent to the district office. At the PDC meeting, new plans are read and approved/returned for revision. When a plan is on file at the district office, requests for points forms are read, approved, recorded on a transcript, and kept in the educator’s file. A copy of the updated transcript is returned to the educator for his/her file. Upon request, a transcript will be issued to the educator showing approved classes and/or in-service activities.

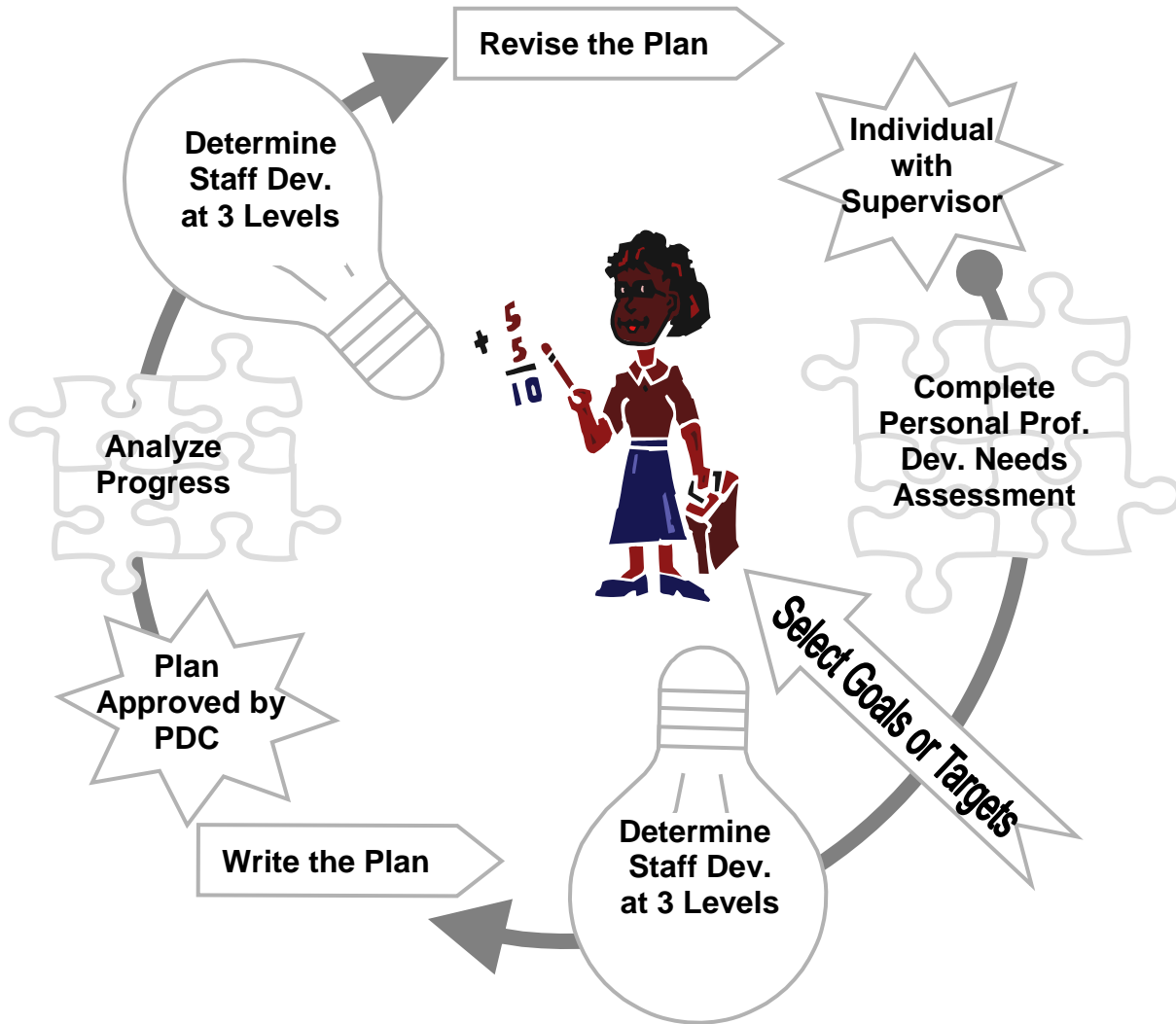
### **Appeals Process**

If a person is unable to attain approval of an individual development plan through the Kansas District PDC, the person may request to personally meet with the committee to work out disagreements. If an agreement is not worked out, the person may appeal to the licensure review committee of the KSDE for a review of the proposed plan.

### **Committee Meeting Dates**

The committee will meet 3 times annually—February, June, and November. Educators are encouraged to submit requests to the PDC by the end of January, May, and October.

# Individual Professional Development Plan



## **Steps to Complete an Individual Professional Development Plan:**

### **1. Collaborate with your supervisor.**

The IPDP should be tailored to meet personal professional development needs. These include acquiring professional development points for licensure renewal. Requirements for acquiring in-service points include that the plan be:

- Developed in collaboration with the principal.
- Signed by the individual and the supervisor.

### **2. Assess your individual needs.**

Identify personal professional development needs—including acquiring points for licensure renewal.

### **3. Determine your individual professional development goals.**

These should be based upon identified needs, including goals outlined in your Results-Based Staff Development Plan.

### **4. Select appropriate staff development activities or strategies to help you achieve your goals.**

Select strategies that will best provide the skills and knowledge necessary to meet your personal professional development goals. Include staff development activities/workshops planned by the school according to the school's results-based staff development plan.

Professional development may be done independently and include such things as action research, case studies, and reflective logs or journals. Professional portfolios and participation in a college or university course or program of study are also possible individual professional development strategies.

### **5. Write the Individual Professional Development Plan.**

- Use the Kansas District IPDP form.
- The IPDP should include goals or clear statements of what you wish to know and be able to do as a result of the professional development. State goals in general terms.

### **6. Mail the completed, signed plan and a copy of your current Kansas Teaching Certificate to the Kansas District office to be approved by the PDC. Mail to:**

Tami Lierz  
Kansas District Office  
1000 SW 10<sup>th</sup> Ave.  
Topeka, KS 66604

### **7. Analyze progress.**

Throughout the time the learning is being applied, check to see if personal perceptions and observations correlate with student performance on assessments. Consider keeping a journal that documents what is learned. Focus the analysis of data on the identification of students' needs that have not been previously addressed. It is also important to note those things that data indicate are effectively meeting previously identified needs.

**8. Revise the plan as necessary.**

Based upon what is learned from the analysis of progress (described above), revise the plan to address newly identified needs and/or those needs previously identified but that are not showing improvement, and send the plan to District Office. **Type changes/additions in your original plan, highlight the changes, and send to the District Office.**

**Professional Development Points and Semester Credit Hours  
For Licensure Renewal**

**Participation in professional or staff development activities must be used to gain professional development points for licensure renewal.**

If an individual holds a **bachelor’s degree**, they must submit 160 professional development points earned under an approved individual development plan to renew their professional license. **Half of the professional development points (80 points) must be awarded for completing appropriate college or university credit.** One semester credit hour is equal to 20 professional development points. The Professional Development Council will determine the appropriateness of college credit before awarding points.

If an individual holds an **advanced degree**, they must submit 120 professional development points earned under an approved individual development plan to renew their professional license. The PDC will determine the appropriateness of college credit prior to awarding points. An individual with a graduate degree is not required to earn any points from completing semester credit hours. They may submit professional development points earned through any combination of semester credits and other professional development activities.

Individuals may apply semester credit hours directly to licensure renewal without being awarded professional development points for the credits **ONLY** if the credit hours are earned as part of an approved teacher preparation program for an added endorsement area, or for a school specialist or leadership license. The professional development points used for renewal of a license must be earned in at least two of three areas:

**Content Endorsement Standards;  
Professional Education Standards; or  
Service to the Profession.**

“Professional development plans for licensure renewal”	Content	Professional Education	Service to the Profession
<b>Knowledge</b> What do you know now that you did not know before?	1pt. = 1 contact hr.	1 pt. = 1 contact hr.	1 pt. = 1 contact hr.
<b>Application</b> What are you doing now that you could/did not do before?	2 X Knowledge Level points	2 X Knowledge Level points	No points awarded at this level.
<b>Impact</b> How has student performance improved? What has changed about the program?	3 X Knowledge Level points	3 X Knowledge Level points	No points awarded at this level.

### Decision Path for Awarding Professional Development Points

1. a) The individual submits a professional development plan to the district or educational agency Professional Development Council (PDC).  
b) The PDC approves the professional development plan.
2. The individual completes activities related to his or her approved professional development plan and submits documentation/evidence to PDC.
3. The PDC verifies that the activity addresses the goals in the approved professional development plan and awards points.

If the PDC has questions about how knowledge level (baseline) points are determined, they are to request additional clarification from the individual. This may be accomplished with a form the PDC uses for such purposes.

### Level I – Knowledge Level Points Provide the Baseline

Knowledge level points provide the baseline for the points that will eventually be earned at the Application and Impact levels:

- Knowledge level (baseline) points can come from multiple activities at the knowledge-level.
- It is the individual's responsibility to clearly indicate the exact activities that will be used to gain points at the knowledge-level.
- Knowledge level or baseline points can be partial points from several knowledge level activities.

An individual does not need to earn knowledge level or baseline points during the same licensure period that application or impact level points are earned.

Licensed personnel are responsible for knowing the procedures required for gaining professional development points for licensure.

#### Level I Knowledge Indicators:

#### ***What do I know now that I did not know before?***

Learning = 1 point per clock hour.

Verification required may include one of the following:

- Descriptions of the critical attributes of the staff development.
- Oral or written personal reflections.
- Pre and post assessments of the individual staff person's learning.

#### Service to the Profession = 1 point per clock hour.

Verification required may include one of the following:

- Minutes noting contributions to meetings and time spent at meetings.
- An explanation of time spent on a school committee, council, or team such as:
  - Membership in the school or district PDC.
  - Serving as a member of the school's steering team.
  - Serving on a curriculum development committee.
  - Providing staff development (Presenter) Presenting multiple times of the same workshop or session—**1 point per hour for the 1<sup>st</sup> session; no points for repeated sessions.**
  - Samples of published articles or newsletters and an explanation of the time spent in writing.
  - An explanation of time spent and significant contributions made while holding an office or serving on a committee for an educational organization.
  - Serving on an onsite team for another school or district and an explanation of the time spent.



**Level II Application Indicators:**  
***What am I doing now that is different than what I did before?***  
Use of New Knowledge and Skills = 2 X's points Level I.

Verification required may include one of the following:

Independent observation such as:

- Direct observation using trained observers or video/audio tapes.
- Structured interviews with participants and their supervisors.

Evidence such as:

- Lesson plans.
- Pre and post samples of students' work.
- Examination of participants' journals, portfolios or other artifacts.

**Level III Impact Indicators:**  
***What are the results of my professional changes?***  
Organizational Change = 3 X's points Level I.

Verification required may include one of the following:

- Evidence of related district or school policy change.
- Evidence of Level II application activities by others.
- Revision of district, grade level, or content area curriculum.

Student Learning = 3 X's points Level I.

Verification required may include one of the following:

- Evidence of improved student academic performance.
- Samples of positive changes in students' behaviors such as:
  - Study habits.
  - Improved school attendance.
  - Improved homework completion rates.
  - Independent observation of positive students' classroom behaviors.
  - Increased enrollment in advanced classes.
  - Increased participation in school-related activities.
  - Decreased dropout rates.



**How Ms. Goodteacher Earns Professional Development Points at 3 Levels**

Ms. Goodteacher attends a staff development activity for six hours and verifies that she has gained knowledge because of her participation. She is awarded 6 professional development points.

After enough time has passed for Ms. Goodteacher to verify that her teaching has consistently changed because of what she has learned, she is awarded 2 Xs the knowledge level points or 12 points. These 12 points are added to the original 6 points for a total of 18 points.

As time passes, if Ms. Goodteacher is able to verify that student learning has improved as a result of the changes in her classroom, she is awarded 3 Xs the original knowledge level points or 18 points. These points are added to the baseline 6 points earned at Level 1 and the 12 points earned at Level 2 for a total of 36 points.

LCMS—KS District forms may be downloaded from the website at:  
[www.kslcsm.org/ks\\_departments/ed\\_youth\\_library/IPDP.htm](http://www.kslcsm.org/ks_departments/ed_youth_library/IPDP.htm)



How do I renew my teaching certificate/license?

1. Write and submit your IPDP to the Kansas District PDC. Send a copy of your current teaching certificate for the file.
2. Send Request for Professional Development Education Points to the District office for PDC to award points and record on your transcript. This transcript is kept on file in the District office.
3. Send a request for an IDPD transcript to the District office. A signed IPDP transcript will be mailed to you. Mail your renewal application, IPDP transcript, and your official college transcript (along with your check) to the state. You will need to include an official college transcript for verification to the state of college hours completed.

**Remember:** You must sign the IDPD transcript before you send it.

# Sample Individual Professional Development Plan Form

<b>Name:</b>	Ms. Dee Velopment	<b>Signature/Date:</b>	Dee Velopment 5/23/03	<b>Bldg/Schl:</b>	Destiny Elem.			
<b>Social Security #:</b>	000 – 00 – 0000	<b>Teaching Assign. by Subject/Grade:</b>	3 <sup>rd</sup> grade					
<i>Dusty Chalk</i>		5/24/03	<i>Emma Goodteacher</i>		5/24/03			
<b>Principal's Signature</b>		<b>Date</b>	<b>PDC Committee Signature of Approval</b>		<b>Date</b>			
Related Goal(s)	D *	S *	I *	Activities Level 1: Knowledge	Date(s)	C *	P E *	S P *
<b>Reading Instruction:</b> I will understand cues, questioning, predicting and summarizing, and graphic organizers as instructional tools.			✓	1. District Professional development: "Building Reading Comprehension Skills"	8/7/03			✓
				2. School Workshop: "Using graphic organizers to improve reading comprehension K – 7"	10/14/03			✓
				3. Study Group: "Using reading strategies to teach math in the primary grades."	1 <sup>st</sup> Tues. 8/03 – 3/04	✓		✓
				4. Participation in District Reading Curriculum Committee	07/03-11/03			✓
<b>I will complete coursework that will meet the requirements for a Kansas Administrator's License. This will be accomplished by the time my teaching license is due for renewal Feb. 17, 2007.</b>			✓	5. Completion of course related to goal.	1 university course to be completed by 12/15/03	✓		✓
D* = District; S* = School; I* = Individual			*C = Content; PE = Professional Education; SP = Service to the Profession					
Planned Verification for points at Level 1:			1 – 4. Written evaluations of staff development activities that include pre and post assessments of what is learned. Written logs of reading and study groups. 5. Course syllabus and letter from university instructor.					
Related Goal(s)	D *	S *	I *	Activities Level 2: Application	Date(s)	C *	P E *	S P *
<b>Reading Instruction:</b> I will consistently use cues, questioning, predicting and summarizing, and graphic organizers as instructional tools.			✓	1. Consistent use of cues and questioning and as an instructional tool in classroom.	9/03/03			✓
				2. Consistent use of graphic organizers.	10/14/03			✓
				3. Consistent use of reading strategies in mathematics instruction.	9/25/03	✓		✓
D* = District; S* = School; I* = Individual			*C = Content; PE = Professional Education; SP = Service to the Profession					
Planned Verification for points at Level 2:			1 – 3. Written observations by peers or administrators completed at regular intervals September 2003 through May 2004.					
Related Goal(s)	D *	S *	I *	Activities Level 3: Impact	Date(s)	C *	P E *	S P *
<b>Reading Instruction:</b> As a result of using cues, questioning, predicting and summarizing, and graphic organizers as instructional tools, students' formative and summative reading comprehension assessment scores will significantly improve across all student groups I teach by Spring, 2005.			✓	1. Students' performance on formative assessments of reading comprehension consistently improves.	Form. Assess. 9/16/03 - 5/02/05			✓
				2. Students' performance on summative assessments of reading comprehension improves.	ITBS Fall: 2003 - Spring 2005 State: 2003 - 05			✓
				3. Students' performance on formative math assessments improves.	Form. Assess. 9/16/03 - 5/02/05	✓		✓
D* = District; S* = School; I* = Individual			*C = Content; PE = Professional Education; SP = Service to the Profession					
Planned Verification for points at Level 3:			1 – 3. Students' formative and summative assessment results 2003 - 2005.					

# Sample Request Form

Request for Professional Development Education Points  
Service to the Profession / Knowledge Level Points

<b>Name</b>	<b>Dee Velopment</b>
<b>School/Location</b>	<i>Our Savior Lutheran School Risen, KS</i>

<b>Date(s) of Activity</b>	<b>From:</b> 9-03-03	<b>To:</b> 10-06-03
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<b>Date Validation Submitted to Principal</b>	10-06-03
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Type of Activity (check one)	Points Requested (1 pt. per hour awarded)
<input checked="" type="checkbox"/> In-District	<input checked="" type="checkbox"/> Service to Profession
<input type="checkbox"/> Out-of-District	<input checked="" type="checkbox"/> Knowledge
<input type="checkbox"/> Self-Directed	

<b>Clock Time (number of hours to the nearest ¼ hour):</b>
<i>3 Hr. Knowledge 1 hr. Presentation</i>

<b>Title of Conference, Seminar or Workshop:</b>
<b>Being an Angel</b>

<b>Title of Activity or Presentation:</b>
<b>How to Lead presented a LEAD Conference</b>

<b>What do I know now that I did not know before?</b>
<i>Angels look like you and me. How we act and what we do is the difference. We are to be caring and helpful to others.</i>

<b>Employee Signature Verifying Accuracy of Above Information:</b>
<b>Dee Velopment</b>

(Submit to principal within each school year activity occurred for approval. Maintain a copy for your records.)

<b>Principal's Signature Indicating Approval:</b>
<i>Dusty Chalk</i>

See page 13 for examples of verification that the principal approves.

<b>LCMS – Kansas District</b>
<b>Sample Request Form</b>
Request for Professional Development Education Points Application and Impact Level Points

<b>Name</b>	<b>Dee Velopment</b>
<b>School/Location</b>	<b>Our Savior Lutheran School</b> <i>Risen, KS</i>

<b>Date(s) of Related Knowledge Activity (from IPDP)</b>	<i>9-03-03 to 10-05-03</i>
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<b>Level 1 Knowledge Activity Number (from IPDP)</b>	<i>3</i>
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<b>How many knowledge points are you planning to use?</b>	<i>3</i>
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**Check and complete below the information for your activity:  
(PLEASE USE ONE FORM FOR EACH ACTIVITY)**

<b>Application</b> (2x knowledge points)		
<b>What am I doing now that I wasn't doing before?</b>		
<b>Activity Title</b>	<b>Mark One</b>	<b># Points Requested</b>
Implementing Teaching Strategies	X	6
Other (describe)		
<small>(Principal must sign after observation)</small>		
<b>Signature of Applicant</b>	<b>Dee Velopment</b>	
<b>Signature of Principal's Approval</b>	<b>Dusty Chalk</b>	

<b>Impact</b> (3x knowledge points)		
<b>What changes have occurred in classroom, school, district, or among colleagues as a result of my learning?</b>		
<b>Activity Title</b>	<b>Mark One</b>	<b># Points Requested</b>
Student Academic Performance	X	6
Presentation of Strategy		
Mentor/Peer Coaching		
Other (describe)		
<small>(Principal must sign after observation)</small>		
<b>Signature of Applicant</b>	<i>Dee Velopment</i>	
<b>Signature of Principal's Approval</b>	<i>Dusty Chalk</i>	

12/05/03

**See page 13 for examples of verification that the principal approves.**

## Verification Documentation

Verification Documentation for Requests for Professional Development Education Points will be different for each level.

**The building principal will review the appropriate verification with the teacher. The principal approves the Request for Professional Education Points by signing the form. Please send the form to Joyce at the District Office. Verification materials (logs, certificates of attendance, etc.) do not need to be sent to the PDC.**

**Examples:**

1. **Service to the Profession**—a copy of meeting minutes; program flier of a presenter or any other printed material that documents the service provided.
2. **Knowledge Level**—Staff Development Activity Evaluation form; outline or workshop handout, etc. **College course**—course syllabus/ letter from professor, receipt for tuition for course [do not send college transcript or grades]
3. **Application Level**—Teacher's Log documenting use; peer observation forms, lesson plans, student's work. **[This period of time needs to be a minimum of one full quarter of the school year].**
4. **Impact Level**—Data from multiple assessments—teacher pre & post tests; Grades; text book test—**over a period of at least 1 semester. If progress is 0, in a class, an administrator documents changes in the school process or policy.**

**Also see pages 7 & 8 for more examples.**

# Request for Individual Professional Development Transcript

Date of request \_\_\_\_\_

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Social Security # \_\_\_\_\_

Date needed \_\_\_\_\_

Please send me a copy of my Individual Professional Development Transcript to include with my renewal application for recertification/licensure.

Signature \_\_\_\_\_

**[Sample---IPDP Transcript—to be completed by the PDC Committee and kept on file in the District Office. This must be sent with your renewal application to the KSDE.]**

**LCMS—KANSAS DISTRICT**

<b>EDUCATION AGENCY</b>	Legal Name of School District	District #	Telephone
	Destiny Elementary	KS	800-2HE-AVEN

<b>Name of Applicant</b>	<b>Social Security Number</b>
Dee Velopment	000-00-000

Title of Professional Development Education Activities	Date Completed	Professional Development Points Awarded	Content Endorsement Standards	Professional Education Standards	Service to the Profession	College/University Credit
“Building Reading Comprehension Skills” (Knowledge)	9/15/03	6	X	X		
“Building Reading Comprehension Skills” (Application)	12/5/03	12	X	X		
“Building Reading Comprehension Skills” (Impact)	4/25-05	18	X	X		
Reading in the Content Area (Knowledge)	7/25/03	60				X
Technology in the Classroom (Conference Presenter)	10/2/03	1			X	
<b>Total Professional Development Points</b>		97				

**VERIFICATION:**

<b>Applicant (signature)</b>	<b>Date</b>
<b>Chairperson, Professional Development Council (signature)</b>	<b>Date</b>
<b>Member Professional Development Council (signature)</b>	<b>Date</b>

**INDIVIDUAL PROFESSIONAL DEVELOPMENT TRANSCRIPT**

Please note: Date Completed means the date the points were awarded by the PDC.





## How to Earn Professional Development Points –

### If You Are Not Currently Employed by a School or District

Any person who is employed by or who works or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district's local professional development council for licensure renewal purposes.

Relative to awarding professional development points, these individuals should be treated the same as if they are employees of the district. However, the district is *not required to provide non-employees access to district inservice activities*.

The steps the individual must take to complete the plan are:

1. Identify personal professional development needs. These should include the need for points for licensure renewal. Points must be obtained in at least 2 of the following 3 areas: content endorsement standards, professional education standards, and service to the profession.
2. Determine professional development goals that are based upon identified needs.
3. Complete an Individual Professional Development Plan and submit it to a supervisor designated by the district.
4. After the designated supervisor has had the opportunity to review and sign the plan, submit the plan to the district Professional Development Council for approval.

# Some Questions & Answers



## Awarding Professional Development Points

### 1. Do I have to have professional development points to renew my five-year professional license?

Yes, with the exception of the following situations, under regulations effective July 1, 2003, all renewals of a professional license will be based on professional development points awarded by a local professional development council.

#### Exceptions:

- You may apply directly to Licensure and Teacher Education at KSDE if you are completing a program for an additional endorsement or license (new teaching field or school specialist or leadership), and can provide an official transcript verifying at least 8 credit hours that were part of the approved program.
- You may apply directly to Licensure and Teacher Education at KSDE if you held a certificate and earned a graduate degree prior to July 1, 2003 **AND** have at least three years of accredited experience during the term of the professional license being renewed.
- You may apply directly to Licensure and Teacher Education at KSDE if you have completed the National Board Certification assessment process through the National Board for Professional Teaching Standards during the term of the professional license being renewed.

### 2. Can a teacher who lives or works in district boundaries but is not employed by the district file a professional development plan with the district professional development council in order to renew their license?

Yes, the individual is eligible to file an IPDP. The district is not required to allow non-employees access to district sponsored activities. If the district provides an IPDP for the individual, they must award points and provide a professional development transcript to the individual upon request.

### 3. Can the PDC limit the number of points awarded for semester credit hours?

No. The regulation states: ONE SEMESTER HOUR OF COLLEGE CREDIT SHALL COUNT AS 20 PROFESSIONAL DEVELOPMENT POINTS.

### 4. How old can professional development points be? What about credit hours?

The individual must verify professional development points earned during the term of the license that is being renewed. Therefore, any points awarded for activities OR for semester credit hours must have been earned during the five-year current professional license period. However, knowledge points that are used as the baseline to award application or impact points may have been earned during a previous licensure period. The application or impact points must have been earned during the licensure period being renewed.

### 5. How often does the PDC have to meet to review and award points?

The regulations do not address this specifically. However, individual licenses expire and come up for renewal at various times during the school year. In order to accommodate ALL individuals, and the varying expiration dates, **the Kansas District PDC will meet in Nov., Feb., and June. Please submit requests to the PDC by the end of Oct., Jan., and May.** The time frame for submitting a renewal application will be reduced to six months prior to the expiration date of the license, rather than the 18 months currently allowed. **Please submit "Request for Professional Development Education Points" forms to the District Office on a regular basis.**

### 6. Are there a maximum number of points allowed at the different levels each year?

No, for purposes of renewing a license, a PDC may not impose a limit on the number of professional development points that may be earned.

### 7. I have specific questions about my certification. Where can I get answers?

Call (Phone # 785-296-2288) or e-mail ([shelbert@ksde.org](mailto:shelbert@ksde.org)) the KSDE.



## Professional Development Transcripts

**8. What information must be reported on an official professional development transcript?**

A listing of all the activities for which professional development points were awarded, including the date of the activity and the total number of points awarded for each separate activity. It should identify which points were awarded for semester credit hours. The form must also include a designation of which points were awarded for service to the profession, content, and professional education (pedagogy). The transcript must include the signature of the individual applicant, the chair of the professional development council, and a second member of the professional development council. No other information is required for the purposes of renewing a license.

**9. Do official transcripts from the colleges or universities need to be included with the professional development transcript?**

The professional development council will be awarding professional development points for courses and recording those on the professional development transcript, kept on file in the district office, which will identify points awarded. However, official transcripts of the course work must be attached to the renewal application along with the professional development transcript.

KSDE staff will continue to verify from the transcripts that the institution is appropriately accredited and that the credit is semester credit hours.



## College Credit & Licensure Renewal

**10. Are there guidelines that a PDC should apply in determining whether college credit is appropriate for renewal of an individual license?**

If an individual completes course work related to content, the content should be related to the endorsements/licenses the individual holds OR to new endorsements/licenses that the individual may be working towards. However, some content course work is considered applicable to any educator, such as computer course work. Professional education (pedagogy) may be related to content endorsements OR that would be applicable to any educator, no matter what their endorsement/licensure area. Example: A course on discipline in the classroom could be applicable to any educator. There may be course work that is related to service to the profession, such as a coaching course that the PDC may consider appropriate on an individual basis. Remember, one semester hour of college credit shall count as 20 professional development points.