

Colby Public Schools



Professional Development Plan

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USD 315 PROFESSIONAL DEVELOPMENT PLAN

The mission of Colby Public Schools is to prepare all students to be life-long learners and responsible citizens.

The school district mission statement is used to focus on the district school improvement process and results based staff development. All school improvement and staff development initiatives across the district are tied to the overall mission of the school district.

The Professional Development Council will promote staff development for all certified personnel.

USD 315 District Goals

The USD #315 will provide Professional Development Council opportunities for all certified personnel to maintain and develop professional skills and knowledge in order to meet the objectives of the district by increasing knowledge and strengthen skills in:

- (a) Specialized content areas
- (b) Areas indirectly/directly related to their content areas
- (c) Non-academic professional knowledge and skills required of an effective teacher

Colby Public Schools is committed to school improvement targeting individual student growth. The district-wide Coordinating Council (includes a representative from each of the eleven K-12 departments, a person from each of the building level school team, a Results-based Staff Development representative, all administrators and a school board representative) coordinates and communicates the school improvement efforts of the district and advise the Board of Education, through the superintendent, in matter concerning school improvement, curriculum, development, instructional planning, professional development, technology and communication.

The Coordinating Council has adopted a comprehensive, seven-year plan that includes curriculum, resource selections, implementation, evaluation and staff development. The plan is executed via subject area committees and staff development strategies.

The Board of Education, administrative team, faculty and site councils have determined the need to transform our schools into a system that develops the skills required for 21st Century. Throughout the 2006-07 year, the Board created a series of scenarios to guide the upgrade of the daily learning/teaching strategies with the incorporation of technologies. All staff development activities will be linked to the School Improvement Plan (QPA and NCA).

All staff development is assessed in multiple ways. Evaluation/reflection forms are given following every staff development workshop including the use of My Learning Plan and SurveyMonkey. Staff documents feedback on the Results-Based Staff Development forms. The feedback received is used to add, enhance and improve future Learning opportunities.

WHAT IS IT?

The U.S.D. #315 Results-Base Staff Development Plan is a detailed and precise program aligned with the School Improvement Plan, which is effective for five years to guide the staff development. Professional Development Council provides learning experiences (either for credit or non-credit) under an approved education plan for a professional to improve effectiveness or upgrade skills in an area of certification.

Use of Professional Development Council points to advance on salary schedule is governed by the negotiated agreement:

(Addressed on page 10 section 3.7.3.5 of the 2008-2009 negotiated agreement)

- a. Teachers may be allowed to advance horizontally on the salary schedule with PDC points or a combination of PDC points and college hours.
- b. Any advancement on the schedule with PDC points will be directed by the professional development of the State of Kansas
- c. Twenty (20) PDC points will equate with one (1) credit hour.

Professional Development Council (PDC)

DEFINITION: The Professional Development Council Committee of U.S.D. #315, a subcommittee of Coordinating Council, is a representative group of local certified personnel, which advises the local Board of Education in matters concerning the planning, development, implementation, and operation of the Professional Development Plan. The chairperson or designee of the Professional Development Council (PDC) serves as a voting member of Coordinating Council at regular scheduled meetings.

MEMBERSHIP: Membership of the committee shall consist of USD 315 Elementary, Middle and High School certified personnel.

- 2 Teachers from each building
- 1 administrator from each building
- 1 Curriculum Director
- 1 designated PDC Secretary (non-voting)

OFFICERS:

The officers of PDC shall consist of a chairperson and a vice-chairperson. The officers shall be elected each year. The PDC staff secretary shall act as recording secretary for all PDC meetings.

The officers of chairperson and vice-chairperson must have prior experience on PDC and represent different buildings in the district.

DUTIES OF PDC MEMBERS:

Chairperson:

1. Calls and conducts all meetings.
2. Calls special meetings as needed
3. Carries out any other duties as described and assigned by PDC, superintendent, or local BOE.
4. Works in collaboration with district level school improvement and professional development personnel.

5. Validates completed Professional Development activities.

Vice Chairperson:

1. Acts in absence of the chairperson
2. Validates completed Professional Development Activities.

BUILDING REPRESENTATIVE:

1. Communicates with the staff.
2. Verifies the completeness of the documentation.
3. Validates completed Professional Development Activities

*Senior Building Representative:

-When the building doesn't have an officer the Senior Building Representative will be the validator.

BUILDING PRINCIPAL:

1. Collaborates with individual staff to write IPDP with goals.
2. Approves professional Development Activity requests.
3. Houses Documentation.
4. Validates completed Professional Development Activities.

CURRICULUM DIRECTOR:

1. Facilitates of My Learning Plan.
2. Approves Professional Development activity Requests.
3. Validates Completed Professional Development Activities.

METHOD OF SELECTION:

Their respective groups shall select certified personnel. Should a vacancy occur, the group shall select the new member.

PROFESSIONAL DEVELOPMENT COUNCIL MEETINGS:

- There will be quarterly meetings from August through May with special meetings called after notice given.
- All meetings of the Council will be open to all certified staff and board members. Non-members may speak to PDC if they follow procedure.
- The meeting agendas and minutes will be sent to all members electronically.

PROFESSIONAL DEVELOPMENT COUNCIL DUTIES AND FUNCTIONS:

1. Implement the professional education program in the school system within the guidelines and criteria established by the Kansas State Board of Education.
2. Participate in required KSDE annual training for PDC members.
3. Review and approve or suggest modifications of individual Professional Development Plans (IPDP) submitted by each participating member.
4. Review and approve/disapprove request for extensions of IPDPs resulting from unusual circumstances.
5. Implement district in-service activities based on student needs and staff knowledge/skills required to meet those needs.
6. Provide on-going access to earned points through My Learning Plan.
7. Make recommendations for improvement of the program and its administration.
8. Amend the U.S.D. 315 RBSD Professional Development Plan. Amendments may be initiated by PDC and/or the BOE by the favorable vote by simple majority of the members, provided that these amendments have been introduced in writing at

the preceding regular meeting. Amendments approved by the PDC shall be submitted to the superintendent, BOE and the Kansas State Board of Education for approval

9. Necessary clerical and accounting staff and facilities for meetings, record keeping, communication, and other necessary business of the council shall be provided by the school district personnel.

Overview

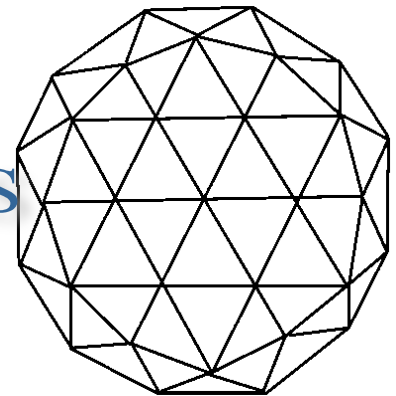
Kansas Licensure/Professional Development System

System Component	Current System <i>(After July 1, 2003)</i>
The Renewal Process	
Name of Certificate	Teaching License
Renewal Process	Gain a certain number of IDP points or graduate credit within a certain time limit.
Length of time/renewal dates	Renew no more than 6 months prior to license expiration.
Master's plus experience renewal	No renewals based on masters plus experience for master's granted after July 1, 2003.
Individual Professional Development Plans and Points	
Individual Development Plan (IDP)	Must have an IDP on file at district Office of Professional Development. Anything used for renewal purposes (credit or otherwise) must be included on the plan.
Number of points/credits to renew: Bachelor's	160 points, at least half of which are semester credits (80 points, which is 4 semester credits).
Number of points/credits to renew: Master's	120 points, no specific credit requirement. Any combination of credit hours and points possible.

Number of Points Available; Levels of Points Length of Time Valid	One point per hour of attendance at professional development. Two points available per hour for demonstrating “application” level. Three points available per hour for demonstrating “impact” level. One-hour graduate credit equal 20 points. Points are valid only during term of license; application and impact points may be built upon knowledge points in a previous term.
Points Classified by Type	Points classified in three areas: Content, Professional Education, and Service to the Profession. Over the five-year license period, teacher must gain points in one of the three areas.
Graduate Credit	
Graduate Credit for renewal	Graduate Credit must be included in IDP to be eligible for use in renewing license. IDP must be approved by district Professional Development Council. Office of Professional Development reviews graduate credit to ensure it matches with individual’s IDP.
Approval and Appeal Processes	
Professional Development Council (PDC)	Approve professional Individual Development Plan for all teachers; approve any activities teachers want to use for renewal, including graduate credit.
Appeal Process	Formal process for appeal to district PDC and state Licensure review Committee.

www.ksde.org

CERTIFICATES VERSES LICENSES?



Under the current regulations, teachers are issued “licenses” rather than “certificates.” Once you renew your certificate under the current regulations, it will be called a license. The wording change is designed to reflect the changes in the system, which will now award licenses to new teachers based on outcomes rather than simply upon completion of a teacher education program. Teachers who graduate from a teacher education program after July 1, 2003 will receive a “conditional” license, valid for two years. To move to a five-year “professional” license, new teachers will need to complete a teaching performance assessment administered by the Kansas State Department of Education.

Remember, for teachers already certified prior to July 1, 2003, the only change you will see is that your certification will be called a license. You are still licensed to teach everything you were certified to teach under the previous year.

THE RENEWAL PROCESS

Teaching certificates, or licenses are not valid forever. Recognizing that education is a fast changing field that requires teachers to stay current in the latest research and practice to best meet the needs of their students, the State Department of Education requires teachers to document continued professional growth to renew their certificate/ license.

Teachers can use a combination of graduate credit and professional development points to renew their certificate/license. Each teacher must have a plan for professional growth (IPDP) on file with the district office in order to receive points for graduate credit and/or professional development activities.

Teachers can renew a five-year certificate/license for another five years by submitting verification of points received to the Kansas State Department of Education.

1. Contact District Business Manager for certificate/license renewal application forms.
2. Contact District Business Manger for a copy of your professional development transcript. This will include a listing of both your professional development points and your graduate credit hours up to the past five years. This transcript also verifies for the State Department that your graduate credit hours are applicable to your teaching assignment, IPDP, and certificate/license. The Business Manager can guide you through this process.
3. If you are using any graduate credit to renew, you will also need to have the college or university send another official transcript verifying completion of the course(s) to you. This transcript will be used to send to the State Department of Education for certificate/license renewal. **Do not have your transcripts sent directly to the State Department.**
4. Once you have collected the completed renewal application, district transcript of professional development, and any official graduate credit transcripts, you can then submit all of these items to the State Department of Education (along with an application fee) for renewal of your certificate/license.

You may renew your certificate/license up to six months prior to the expiration date. Look on your certificate to know when it expires, or, you can check the status on the state website at www.ksde.org. Also see appendix for state license renewal. Go to Certification/Licensure, and then choose Licensure Database.

RENEWING ON EXPERIENCE & MASTER'S DEGREE

It is possible to renew your teaching certificate/license based on experience IF you received a master's degree prior to July 1, 2003. You may do this twice during your teaching career.

If you choose to renew in this manner, you do not need to submit any points, graduate credit or professional development. You must document at least three years of experience during the certificate/license you are renewing to use this option. The Business Manger can guide you through this process.

This option does NOT apply to any master's degrees granted after July 1, 2003.

HOW MANY "POINTS" DO I NEED TO RENEW MY CERTIFICATE?

Kansas State Department of Education
 Teacher Education and Licensure
 120 SE 10th Avenue, Topeka, KS 66612-1182
 Phone: 785-296-2288
<http://www.ksde.org/cert/cert.html>

ALL RENEWALS: A two-hour (or more) survey course in the exceptional child must be completed. This was not a requirement for the initial licensure. (If a course has already been included with prior credit, it is NOT necessary to complete a more recent course.) Administrators are exempt from this requirement.

3 Year → 5 Year	Three Year Certificates	3 Year → 3 Year
<p>Experience*: verification of <u>two (2) or more</u> years of accredited experience, half time or more, during the validity of the three year Kansas certificate and within the six –year period prior to application. The applicant must also be recommended for renewal by an administrator of the school district in which the applicant is employed. This type of experience is not “saved” to be used at a future date.</p> <p>Once an applicant has moved to a five-year certificate, all further renewals are for five years.</p> <p>If the applicant does not meet the experience* requirement for a five-year certificate, (s) he is then eligible to apply for a three-year certificate.</p>	<p>Experience*: verification of <u>one (1) year</u> of accredited experience*, half time or more, since the issuance of the three-year Kansas certificate and within the six-year period prior to application for renewal.</p> <p style="text-align: center;">OR</p> <p>Credit: If holding a <u>Bachelor’s degree:</u> eight (8) semester hours; if holding a <u>Master’s degree or above:</u> six (6) semester hours of appropriate college credit since the issuance of the three-year certification and within the six-year period prior to application for renewal.</p> <p style="text-align: center;">OR</p> <p>In-service/Credit: <u>Bachelor’s degree:</u> completion of 80 additional Kansas in-service education points** and four (4) semester hours (minimum) of additional recent college credit. <u>Master’s degree or above:</u> 120 additional in-service points or a combination of hours and in-service Points.</p>	

Five Year Certificates: 5 Year → 5 Year
<p>Credit: If holding a <u>Bachelor’s degree:</u> completion of eight (8) semester hours of additional recent college credit within the six-year period prior to application for renewal; if holding a <u>Master’s degree or above:</u> six (6) semester hours of additional recent college credit within the six-year period prior to application for renewal.</p> <p style="text-align: center;">OR</p> <p>In-service/Credit: <u>Bachelor’s degree:</u> completion of 80 additional Kansas in-service education points and a minimum of four (4) semester hours of additional recent college credit; <u>Master’s degree or above:</u> completion of 120 additional Kansas in-service points or its equivalent in hours and in-service points.</p> <p style="text-align: center;">OR</p> <p>Master’s degree or above only: verification of three years of accredited experience during the validity of the most recent five-year Kansas certificate and within the six-year period prior to the application for renewal. This type of experience renewal may be used only twice in the applicant’s career and is only available for advanced degrees earned prior to July 1, 2003.</p>

*If the experience is out-of-state, include a photocopy of your out-of-state certificate.
 **If a district with a state employs the applicant approved in-service education program. 20 pts = 1 hour

Points Classified by Type

Points for renewal are classified by type and must be earned in one or more of three areas:

- **Content Endorsement Standards** applicable to your endorsement field (s);
- **Professional Education Standards** (pedagogy); these are standards adopted by the State Board of Education and specify the knowledge, competencies, and skills necessary to perform as a teacher;
- **Service to the Profession:** any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to licensure of professional educators, accreditation processes, or professional organizations.

Kansas Professional Educator Standards

There are a total of 13 Professional Education Standards. For each of the standards there are Indicators for Knowledge and Performance. The indicators are not included here, but can be found in the *Regulations and Standards for Kansas Educators* document on the KSDE web site: www.ksde.org. On the left side of the page, select “Educators,” then “Licensure,” and then “Regulations and Publications” to get to the list of documents available.

Standard # 1: The educator demonstrates the ability to use the central concepts, tools of inquiry, and structures of each discipline he or she teaches and can create opportunities that make these aspects of subject matter meaningful for all students.

Standard # 2: The educator demonstrates an understanding of how individuals learn and develop intellectually, socially, and personally and provides learning opportunities that support this development.

Standard # 3: The educator demonstrates the ability to provide different approaches to learning and creates instructional opportunities that are equitable, that are based on developmental levels, and that are adapted to diverse learners, including those with exceptionalities.

Standard # 4: The educator understands and uses a variety of appropriate instructional strategies to develop various kinds of student learning including critical thinking, problem solving, and reading.

Standard # 5: The educator uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

Standard # 6: The educator uses a variety of effective verbal and non-verbal communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

Standard # 7: The educator plans effective instruction based upon the knowledge of all students, community, subject matter, curriculum outcomes, and current methods of teaching reading.

Standard # 8: The educator understands and uses formal and informal assessment strategies to evaluate and ensure the continual intellectual, social, and other personal developmental aspects for all learners.

Standard #9: The educator is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community), actively seeks out opportunities to grow professionally, and participates in the school improvement process (Kansas Quality Performance Accreditation).

Standard # 10: The educator fosters collegial relationships with school personnel, parents, and agencies in the larger community to support all students’ learning and well being.

Standard # 11: The educator demonstrates the ability to integrate across and within content fields to enrich the curriculum, develop reading and thinking skills, and facilitate all students’ abilities to understand relationships between subject areas.

Standard # 12: The educator understands the role of technology in society and demonstrates skills using instructional tools and technology to gather, analyze, and present information, enhance instructional practices, facilitate professional productivity and communication, and help all students use instructional technology effectively.

Standard # 13: The educator is a reflective practitioner who uses an understanding of historical, philosophical, and social foundations of education to guide educational practice

Individual Professional Development Plans (IPDP)

Each teacher is required to complete an IPDP to plan for his/her professional growth. These plans are also used to award points for both professional development and graduate credit. The professional development points used for renewal of a license must be earned in one of the three areas:

- ❖ Content Endorsement Standards
- ❖ Professional Education Standards
- ❖ Service to the Profession

The IPDP must be written to include any professional development you would like to receive points for, as well as anything for which you plan to receive graduate credit. Completion of the form should allow you to accrue points in most areas. **You are required to write personal goals for improvement with the collaboration of a designated supervisor.** This is not a generic school or district goal, but one you identify for yourself. Rather than just a formality, the plan is meant to be an outline of what you as an educator are going to do to grow professionally. Your supervisor will be working with you to develop this plan; he or she **must approve** it before the district Professional Development Committee (PDC) accepts it. This plan is in effect for the five years of your license.

1. The Individual Professional Development Plan forms may be completed at mylearningplan.com. IPDP must be filed within thirty days of the beginning contract date of initial plans and thirty days after recertification/re-licensure date.
2. IPDP updates may be submitted at any time.
3. The participating member completes the IPDP application online and submits. The submitted form will advance on My Learning Plan through the approval process (building principal, building PDC representative, PDC vice-chairperson, PDC chairperson).
4. The PDC shall be responsible for approval or disapproval of the IPDP.
 - a. If the IPDP is approved, it will be forwarded to the BOE.
 - b. If the IPDP is disapproved, it will be returned to the participant online with recommendations for modification.
5. The BOE shall be responsible for final approval or disapproval of the application
 - a. If approved, the IPDP will be considered complete. Electronic access to the plan will be available to the participant and all PDC members.
 - b. If disapproved, the IPDP will be returned to the participant with recommendations for modification.

If you plan to use any graduate credit for renewal, it must fit within the individual goal or goals you write for yourself. In other words, you cannot take a wide variety of unrelated professional development sessions and/or graduate credit sessions and use them for recertification; they must align with a goal on the IPDP. All graduate credits for renewal must be acceptable to KSDE.

PROFESSIONAL DEVELOPMENT ACTIVITY REQUESTS*
PRIOR APPROVAL IS REQUIRED for ALL ACTIVITIES for POINTS and COLLEGE
CREDIT

USD 315 SPONSORED STAFF DEVELOPMENT

1. Participants will enroll for activity at mylearningplan.com under the **District Catalog**.
2. Participating members will be notified by e-mail when an activity is posted for enrollment.
3. The activity will be available for enrollment from the time posted until ten days following the activity.
4. Following the activity, each participant is responsible to check My Learning Plan under “Approved and In Progress” to complete and submit for final approval and points.

OUT OF DISTRICT STAFF DEVELOPMENT

1. Prior to participating in the activity, log into mylearningplan.com.
2. Select “**Professional Leave Form**” on the left side of the screen.
3. Fill in all the pink highlighted areas – they are required.
4. When Finished – click submit and the request is done. It will follow the appropriate path for approval automatically.

The application and impact level activities must be:

- Listed on the IPDP and approved before implementation.
- It is not possible to write activities into a plan after they have already occurred.
- Completed over time. The application and impact must be demonstrated consistently over time before points can be awarded. The decision about what is considered “consistently over time” will be made by the district Professional Development Council (PDC).
- Approved by the district level PDC prior to commencing the activities.
- Validated by the PDC and then forwarded to the Business Manager.

Any teacher wishing to accrue Level Two and/or Level Three points must identify which *one* activity at Level One he or she is planning to build on. Remember it must be in one of the three areas: Content Education Standards, Professional Education Standards, or Service to the Profession. Refer to My Learning Plan or Building Representative.

*All **MUST** have prior approval unless working on an approve teacher program for another endorsement area, or for school specialist or leadership license.

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.
- 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 Level I points.

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 Level I points.

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:

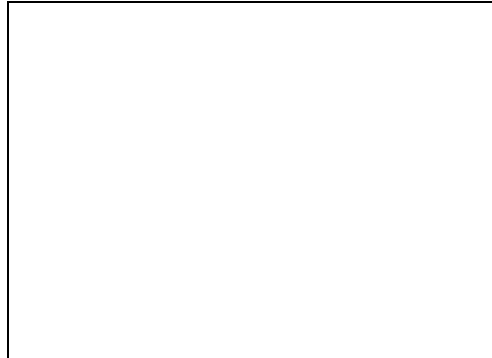
- Evidence of improved student academic performance.
- Samples of positive changes in students' behaviors such as:
 - Study habits.
 - Improved school attendance.
 - Improved homework completion rates.
 - Independent observation of positive students' classroom behaviors.
 - Increased enrollment in advanced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

IPDP Appeal Process

Because the IPDPs are so directly tied to the renewal of teachers' certificates/licenses, it is important that everyone feel that there is a fair and accurate process for the approval of plans and awarding of points.

In the event the validation committee disapproves the individual plan:

- The individual will be invited to appeal the decision in writing and/or in appearance before the committee.
- Following final committee action on a plan, and if the individual wishes, the committee will forward the plan to the Superintendent and Curriculum Director, along with the committee's recommendations.
- If satisfaction has not been achieved, the final appeal will be determined by the Board of Education.



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 resided 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 1 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 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.

If you have any questions, please contact the Business Manager, 460-5003, or the Curriculum Office, 460-5004.

GLOSSARY

Content Endorsement Standards

Those standards adopted by the State Board that define the skills and knowledge required for the specific content endorsements in a Kansas State Teaching License or Certificate.

Individual Professional Development Plan

A plan describing the professional development activities and studies to be completed during a specified period of time by the individual filing such a plan.

Individual Professional Development Transcript

A record of an individual educator's professional development that is submitted to the Kansas State Department of Education for purposes of licensure renewal.

Kansas Professional Education Standards

These standards are the levels of professional quality desired for Kansas' education professional adopted by the Kansas State Board of education. There are a total of 13 Professional Education Standards, with corresponding indicators for Knowledge and Performance.

Pedagogy

The art, science, or profession of teaching; skills used in teaching.

Professional Development Council (PDC)

A representative group of licensed personnel from an educational agency that advises the governing body of the educational agency in matters concerning the planning, development, implementation, and operation of the educational agency's professional development plan.

Professional Development Point

One clock hour of professional development education. One semester hour of college credit counts as 20 professional development points.

Service to the Profession

Any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to licensure of professional educators, accreditation processes, or professional organizations.

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

If an individual holds a bachelor's degree, s/he must submit 160 professional development points earned under an approved individual development plan to renew a 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, s/he must submit 120 professional development points earned under an approved individual development plan to renew a 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. Professional development points earned through any combination of semester credits and other professional development activities may be submitted.

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 one of three areas:

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

91-1-206 "Professional Development plans for License renewal"	Content	Professional Education	Service to the Profession
Knowledge What do you know now that you did not know before?	1pt. = 1 clock hr	1 pt. = 1 clock hr.	1 pt. = 1 clock hr.
Application 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.
Impact 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

- The individual submits a professional development plan to the district or educational agency Professional Development Council (PDC).
 - The PDC approves the professional development plan.
- The individual completes activities related to his or her approved professional development plan and submits documentation/evidence to PDC.
- 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.

