

# USD 489 PDC Guidelines

## PDC Points and Credit Hours 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 Individualized Professional Development Plan (IPDP) to renew their professional license. An individual with a graduate degree is not required to earn any points from completing semester credit hours but can have a combination of semester credits and professional development points for renewal.

The professional development points used for renewal of a license must be earned in one of three areas:

1. Content Standards
2. Professional Standards
3. Service to the Profession

91-1-218 Professional Development Points	<u>Content Standards</u>	<u>Professional Standards</u>	<u>Service to the Profession*</u>
<b>Knowledge:</b> What do you know now that you didn’t know before?	1pt. = 1 clock hour	1 pt. = 1 clock hour	1 pt. = 1 clock hour *Activities must meet regulatory definition
<b>Application:</b> What can you do that you couldn’t do before, over time?	2 X Knowledge -Level Points	2 X Knowledge-Level Points	Additional points not available at this level
<b>Impact:</b> What’s the longitudinal result of your newly acquired knowledge and skill in terms of <u>positive</u> impact on students, other adults, programs or policy development?	3 X Knowledge-Level Points	3X Knowledge-Level Points	Additional points not available at this level

## Knowledge Points

Knowledge points are the basic unit of earning professional development points. Teachers can earn knowledge points by participating in workshops, study groups, conferences, and national board certification activities. With prior approval, viewing videos or reading may earn knowledge points. Knowledge points must be related to the individual's Individual Professional Development Plan, IPDP. Knowledge points may also be earned through service to the profession.

### Service to the Profession

Some examples of service to the profession include:

- Committees (State and Local related to curriculum, school improvement or staff development)
- Enhances or helps the profession
- Mentors student teachers or practicum students (20 points)
- Mentors interns (10 points)
- Mentors other teachers
- NCA committees and visiting teams
- Presentations (5 points 1<sup>st</sup> hour and 1 point for each additional hour)
- NEA committees that work in conjunction with the district e.g. PDC & Labor Management Committee

### Study Groups

Knowledge points may also be earned through participation in a study group. Study groups must be approved in advance by the PDC. For approval, a study group plan must have:

- A facilitator
- Purpose
- List of members and estimated time
- Outcome

In some cases, members of study groups receive pay. If pay is an option, participants must choose between pay and PDC points.

### Faculty Meetings

Regular faculty or department meetings do not qualify for PDC points. If the purpose of the meeting is staff development knowledge, points may be earned by having a facilitator, purpose, list of members and estimated time an outcome.

### *Examples of Knowledge Points*

1. Workshops
2. Presentations (5 points for the first hour of original presentation, 1 point for each hour after)
3. Service on state/district education committees, e.g. curriculum committees and NCA committees and visiting teams
4. College Courses (Application points may be limited to specific area)
5. Student teachers, practicum students or interns (Not observations students)
6. Online training

*For all knowledge points it is best to get prior approval before submitting application for points.*

## Application Points

Application points can be earned as a result of a change in practice based on knowledge gained. Points for application are awarded at the rate of two times the knowledge points on which they are based.

Application points are awarded according to the following guidelines and time limits:

- Knowledge points eligible for doubling to application points must be given prior approval and made note of in the comment section of the “New PDC Knowledge” form when the application plan is submitted.
- Application plan must include:
  - Specific knowledge base
  - Evidence of application
  - Expected outcome of the application
  - Description of the process

### *Examples of Application Points*

1. I will use strategy A learned in Workshop B during the first semester in my math classes to improve student learning. Students will take a pre and post-test to determine the percent of students proficient at each point.
2. I will teach strategy Z to the staff in my building and monitor and provide feedback for them during the first semester.

## Impact Points

Impact points can be earned as a result of improved student performance or improved performance of other adults based on an application described in the previous section. Impact points are worth three times the knowledge points on which they (and the application) were based. The application on which the impact is based must be operative for a minimum of one semester before impact points can be awarded. Application for impact points must include the following:

- Specific knowledge base
- Application process
- Evidence of improved performance
- Reflection
  - How did it work
  - What didn't work

### *Examples of Impact Points*

1. Based on the results of the pre and post-test, 20% more of my math students were proficient at the end of the semester.
2. Using the conflict resolution strategy during the school year, the number of conflicts between students in my class was reduced by 70% during the 2<sup>nd</sup> semester compared to the 1<sup>st</sup>.
3. 80% of the teachers in my building have been using strategy Z for the 2<sup>nd</sup> semester from the workshop I conducted with them in September.
4. Based on the results of the Kansas Math Assessment, 20% more of my students are proficient than were proficient than when they previously took the test.

## MLP (Frontline)

### PDC Points

To earn PDC points for activities (not college credit), you must complete the “NEW PDC Knowledge” form in My Learning Plan. Once logged in, click on the Professional Growth option. Click on forms, left side of screen, and choose the “NEW PDC Knowledge” form.

Complete the form and hit the submit button. After you have completed the activity, click on the form in your file and hit the complete button. That will send it for final approval and award the appropriate amount of points. June 1st is the cutoff date to apply for PDC points retroactively. We allow some leeway during the year for people to complete an application after they have attended an activity but not after June 1.

### College Credit Hours

For graduate level courses, complete the “College Credit Request” form in MLP. One credit hour equals 20 PDC points. **Always enter your college credits by the hour, not by PDC points.** MLP automatically converts the credits to points on the PDC transcript. **It is mandatory that you attach a copy of the college transcript(s) to the form after the course is completed. The Curriculum Director will not give final approval without the college transcript(s). Instructions for attaching the transcripts are located in the “File Library” in MLP.**

### Inservice Days

PDC points for district inservice days will be added to your portfolio automatically. If you make a presentation on a district inservice, day and you want the extra points, you will need to complete a “New PDC Knowledge” form.

## Individualized Professional Development Plan (IPDP)

The IPDP is also completed on My Learning Plan using the “Prof. Dev. Goal” form. When approved by the principal it is sent to the Curriculum & Instruction Office for final approval. This form remains on your file until you delete it. Do not mark complete on this form because you do not earn PDC points from your plan.

The IPDP contains the staff development goals of each individual. An individual teacher is encouraged to have no more than three goals and at least one of them must reflect a building or district goal. Goals must contain an action verb, be measurable, and describe what success looks like. Teachers should work with their supervisor to develop their IPDP, and the supervisor must approve them.

### *Examples of Goals (IPDP)*

1. A higher percentage of my students will be reading at grade level at the end of the year than at the beginning.
2. A higher percentage of my students will be proficient in math at the end of the year than at the beginning. (Easy to measure with annual state assessments)
3. A higher percentage of my students will be able to sing independently, on pitch and in rhythm; with appropriate timbre, diction, and posture; and maintain a steady tempo at the end of the year than at the beginning.
4. By the end of the year a greater number of students will be able to improvise “answers,” in the same style, to given rhythmic and melodic phrases.
5. I will increase the percentage of my students that are proficient in science as measured by the 10<sup>th</sup> grade Kansas Science Assessment.
6. 30% more of my students will be proficient this year on the Kansas math assessment as compared to last years.
7. By the end of the year, my 12<sup>th</sup> grade art students will be proficient in 5 of the 6 state standards.

## Appeal Process

Teachers who are denied PDC points that they feel they should have earned can appeal the decision. Reasons for appeal may include goal selection, points, or consistency of awarding points. The appeal is made to the PDC Committee, which will hear the appeal at its next scheduled meeting. Appeals should be sent to the Assistant Superintendent for Curriculum & Instruction and must be made by the semester after the infraction occurred. The PDC Committee may need time to research or deliberate after an appeal is heard.

### Exceptions to PDC Process:

Those Who May Work DIRECTLY with KSDE

- National Board Completers
- National Board Certification
  - Both can submit directly to KSDE*
  - Passing National Board provides eligibility for Kansas Accomplished License*
- Adding New Endorsement Area
  - 8 semester credit hours*
  - Plan of Study – Approved Program*
- Graduate Degree + Three Years Accredited Experience
  - Twice in Lifetime*
- Specific Types of Licenses
  - Renew Initial License, when not upgraded through Mentoring Program*
  - Transitional*
- Licenses / Certifications NOT renewable with points
  - STEM*
  - Visiting Scholar*
  - Emergency Substitute*
  - CTE Specialized Certification*

K.A.R. 91-1-205(b)(3)(A)(B)(D); 91-1-205(a)(1)(b)(E)