

Date Received by
Personnel Office:

Talbot County Public Schools Professional Development Plan - Part I (PDP-I)

Directions: This document should be completed prior to the renewal or change in the awarded certificate. It is designed to ensure continued professional growth and to fulfill certification renewal requirements following the renewal process. The proposed PDP-1 will be reviewed by the principal, the professional learning supervisor, and the Personnel Office.

Name:	Last 4 digits of S.S.#:
School or Site:	Current Assignment:
Type of Certificate:	Validity Dates:
Fields:	

Activities Proposed (Course/ Workshop/ Seminar or Other Experience Proposed)	Location of Activity	Proposed Date	Credits

Certificate Holder

Date

Principal

Date

Professional Learning Supervisor

Date

This form does not replace tuition reimbursement forms.

Original to certificate holder

Copies to Principal and Personnel PDP-IA (revised 06/21)

Talbot County Public Schools Certificate Renewal Credits

The requirements to renew a certificate vary depending on the type of certificate that the certificate holder has. For the specific requirements related to your certificate, visit the [MSDE Certification Information](#) website.

Acceptable credits can be earned through:

- Approved college coursework
- MSDE Continuing Professional Development credit(s) (CPD)
- Local renewal credits (For APC holders only)

If all specific MSDE requirements, such as the reading credits, have been satisfied, then a teacher may use local credits to renew the APC. A list of professional learning opportunities are identified on the following page.

The following guidelines apply when seeking credit opportunities:

- 1) If applicable, all reading requirements must first be met.
- 2) Activities must support your current professional assignment.
- 3) No activity may be used for more than 3 renewal credits during any 5 year renewal period.
- 4) Future planned renewal activities are submitted on Part I of the Professional Development Plan (PDP-I) to fulfill state recertification requirements.
- 5) All renewal credits for teachers, counselors, and other school-based certificated staff must be approved in advance by the principal.

Credits for Central Office certificated staff must be approved in advance by the Assistant Superintendent for Instruction.

Credits for principals must be approved in advance by the Superintendent.

- 6) Back-up documentation such as course syllabus, workshop reflection, or other documentation for implementation of experience should be included for approval.
- 7) Renewal credits must be earned during the validity period of the certificate and must be submitted to the CPD liaison in the school year/fiscal year in which they were earned.
- 8) A teacher or certificated staff must be employed by TCPS at the time the renewal credits are approved, completed, and submitted to Personnel.
- 9) A teacher or certificated staff must be employed by TCPS at the time of certificate renewal or MSDE will not accept the renewal credits.
- 10) Local renewal credits are not recognized for advancement on the salary scale. They are for recertification **only**. Salary scale advancements are **not** automatic. Contact the Personnel Supervisor once you have completed the requirements for advancement to request advancement.

Talbot County Public Schools Certificate Renewal Credits

Below is a list of approved TCPS professional growth activities that may be used to renew your certificate along with the corresponding credits awarded. Keep in mind that different certificates have different requirements, as does moving from one type of certificate to another. Additionally, note that some of the activities below require prior approval.

ACTIVITY	CREDIT 15 = 1 Credit
1. Attending a professional conference/seminar that <u>supports current assignment.</u> (Local OR MSDE credit) -Amount of credit depends on length of conference and proposed plan. *Prior approval from principal and/or curriculum supervisor required.	1-3
2. Developing and/or revising curriculum. (MSDE credit) -Opportunities and amount of credits determined by curriculum supervisor. *Cannot be awarded if staff was also paid an hourly rate	1-3
3. Designing and implementing an innovative school project. (MSDE Credit) -Opportunities and amount of credits determined by principal, curriculum supervisor, and/or Assistant Superintendent for Instruction.	1-3
4. Teaching a college course or MSDE approved inservice course. -Amount of credit equivalent to the amount of credit students received. Syllabus must also be submitted to receive credit.	1-3
5. Serving in a leadership role in a national, state, or local professional education organization <u>that directly impacts instructional improvement for students.</u> (Local OR MSDE credit)	1
6. Serve on an MSDE/TCPS Committee/Task Force. (Local or MSDE Credit) -Documentation of service may be requested.	1
7. Successfully completing a non-credit training course with pre-approval of principal/curriculum supervisor (ex: Advanced Placement Training). (MSDE Credit)	1-3
8. Publish an article in a national, state, or regional professional publication <u>related to certificate holder's professional field.</u> (MSDE Credit)	1
9. Supervising a student teacher or mentoring a first year teacher. (MSDE Credit)	1
10. Application/designation of TCPS Teacher of the Year.	1 or 3

Additional opportunities may qualify. If seeking credit approval for an additional professional learning opportunity, email the TCPS CPD Liaison Shannon Beatty at sbeatty@talbotschools.org.

For additional information about certification and continuing professional development (CPD) credits, please see [TCPS Certification & CPD Information](#).