

## Professional Development Activities Table 2013-2018

Activity	Description	Pre-Approval	CEU Award	Completion and verification
<b>Traditional/Formal Activities</b>				
<b>SAU or District Sponsored Workshops or Institutes</b>	Activities that the school, district or SAU sponsors by bringing in a presenter or sending groups to conferences	Assumed, since this activity is provided by the School/District for all educators.	One CEU will be given for each hour of involvement in approved workshops or institutes.	Certificate of attendance or certified attendance roster and evaluation/reflection.
<b>College or University Courses</b>	Any college level course aligned with the educator's content area, professional responsibilities or teaching assignment and offered by an accredited institution of higher learning.	Required	Fifteen (15) CEUs per credit awarded by the college or university.	An official transcript and/or grade report must be submitted upon completion in order to obtain the CEUs requested and evaluation/reflection.
<b>Workshops, Seminars, Institutes, Conventions, Conferences, Lectures</b>	Activities that are aligned with School/District goals and the educator's teaching assignment and/or area of certification.	Required	One CEU will be given for each hour of involvement in approved workshops, seminars, institutes, conventions and conferences	Certificate of attendance and evaluation/reflection.

<b>Job-embedded Activities</b>				
<b>Curriculum, Instruction and Assessment Development</b>	Developing curriculum, designing instructional units, essential outcomes and common assessments, creating lessons and materials, or refining any of the existing strategies and materials to meet the learning needs of students.	Required	CEUs to be awarded will be determined at pre-approval.	Certificate of Participation, artifact, reflective log, and evaluation/reflection
<b>Analysis, synthesis and practical application of new knowledge</b>	There is much work done by educators who attend workshops, take courses, and learn new methods and strategies, but often there is little time available to process that new knowledge. This activity allows educators to take time to work with that new knowledge and develop classroom applications and/or lessons. For example: analysis and differentiation plans made from Writing Prompts, NWEA or NECAP testing data; plans made from an important workshop or course.	Required	No more than ten (10) CEUs per three-year cycle	Artifacts to include reflective logs, lesson or unit plans, and evaluation/reflection
<b>Action Research</b>	Examining one's own teaching or professional practice and its impact on students by engaging in a research project involving current student performance and/or school programs	Required	CEUs to be awarded will be determined at pre-approval.	Reflective log, artifacts, documentation of research and conclusions, evaluation/reflection

<b>Committee Work</b>	Participating on any School/District Committee designed to further the education of the students.	Required of any committee not school sponsored.	The maximum number of CEUs for committee work is fifteen (15) per committee, with the total not to exceed twenty-five (25) in a three-year period. CEUs may be limited to school goals.	Attendance roster or Certificate of Attendance, and evaluation/reflection
<b>Professional Development Presentations</b>	Presenting best practices at professional conferences.	Required of any presentation not offered through the SAU Professional Development Committee	CEUs will be awarded for planning and preparation of workshops at double the awarded the participants in the workshop for the first presentation and equal to the participants in subsequent presentations.	Certificate of Participation, evaluation/reflection
<b>Teaching a College Course</b>	Teaching a course related to the educator's area of certification or to the professional responsibilities of educators	Required	15 CEUs will be awarded for each course taught. Total CEUs not to exceed 25 in a three-year cycle.	Contract, letter of agreement, supervisor's confirmation and evaluation/reflection.
<b>Teaching an SAUniversity 24 course</b>	Teaching a course related to the educator's area of certification or to the professional responsibilities of educators	Assumed since this course is sponsored by SAU 24.	15 CEUs will be awarded for each course taught. Total CEUs not to exceed 25 in a three-year cycle.	Certificate of Completion and evaluation/reflection.

<p><b>Supervision of an Intern or Student Educator</b></p>	<p>Direct supervision of an Intern from an accredited teacher preparation program that occurs in the educator's classroom</p>	<p>Required</p>	<ul style="list-style-type: none"> <li>• Ten (10) CEUs for supervision of a pre-service student in a three-year cycle.</li> </ul>	<p>Certificate from the cooperating institution and evaluation/reflection.</p>
			<ul style="list-style-type: none"> <li>• Twenty (20) CEUs per student educator for an 8-week supervisory experience.</li> </ul>	
			<ul style="list-style-type: none"> <li>• Forty (40) CEUs per student educator for a 16-week supervisory experience.</li> </ul>	
			<ul style="list-style-type: none"> <li>• No more than forty (40) CEUs may be earned for any combination of these activities in a three-year recertification cycle. Persons sharing supervisory responsibilities will receive a proportionate award of CEUs.</li> </ul>	
			<ul style="list-style-type: none"> <li>• No more than 25% of the CEU's earned in this category may be used for core content endorsements. The maximum CEUs eligible for core content recertification cannot exceed 10 hours in a three-year recertification cycle.</li> </ul>	

<p><b>Visitation to other educational institutions or businesses</b></p>	<p>Observing other educator’s practicing the craft of teaching in different settings to broaden the educator’s experience in best practices. Visitation to other educational institutions must be aligned with the staff member’s current job position, his/her professional goals, and/or district goals (Appendix A).</p>	<p>Required</p>	<p>Five (5) CEUs per full day</p>	<p>Documentation of the purpose of the visit and how the experience will be shared with other educators, evaluation/reflection.</p>
<p><b>Professional Organization Participation</b></p>	<p>Active participation in a professional organization whose mission is to improve education and student learning</p>	<p>Required</p>	<p>CEUs to be awarded will be determined at pre-approval and based on the time spent not to exceed ten (10) CEUs in a three-year cycle.</p>	<p>Attendance verification and reflection.</p>
<p><b>Project/Grant Coordinator/Writer</b></p>	<p>Engaging in writing a grant focused on improving student learning and aligned with School/District goals.</p>	<p>Required - The proposal and funding source must be approved by administration before submission.</p>	<p>CEUs to be awarded will be determined at pre-approval based on the time spent in researching and writing a project or grant.</p>	<p>A certificate of CEUs will be awarded upon demonstration of project or grant completion and evaluation/reflection.</p>

<p><b>Publication Related to the Education Profession</b></p>	<p>Publishing articles directly related to best practices in the educator’s area of certification, professional teaching responsibilities and/or School/District goals.</p>	<p>Required</p>	<p>CEUs to be awarded will be determined at pre-approval based on the time spent to develop, write, and edit a piece of work that will be submitted for publication. The work must have a positive effect on classroom practice and/or the educational programs at the local, state, or national level, as well as a possible influence on the profession at large.</p>	<p>Upon completion a copy of the work and evaluation/reflection needs to be submitted to the PDC in order to receive a CEU certificate</p>
<p><b>Differentiating Instruction</b></p>	<p>Responding to the analysis of student assessment data and student evaluations to design instruction that is differentiated with in the classroom to meet a variety of learning needs; Examination of student work products to understand learning styles and individual thought processes; Documentation as to how the analysis will be used to identify learning needs, develop effective teaching strategies, select appropriate materials, and inform instruction.</p>	<p>Required</p>	<p>Not to exceed 25 CEUs per three-year cycle.</p>	<p>Written lesson/unit plan that demonstrates differentiation and reflection.</p>

<p><b>Differentiating Instruction</b>  <b>Participating in professional study and or discussion groups</b></p>	<p>Responding to the analysis of student assessment data and student evaluations to design instruction that is differentiated with in the classroom to meet a variety of learning needs;  Examination of student work products to understand learning styles and individual thought processes;  Documentation as to how the analysis will be used to identify learning needs, develop effective teaching strategies, select appropriate materials, and inform instruction.  Participation in collegial, collaborative groups to focus professional study and discussion on a topic related to school/district goals or a particular content area. Shared examination of current research in conjunction with professional experience. Examples might include Professional Learning Community work in team meetings, curriculum meetings or on an individual basis in preparation for group discussion.</p>	<p>Required</p>	<p>Not to exceed 25 CEUs per three-year cycle.  CEUs will be awarded for School Goals only.</p>	<p>Written lesson/unit plan that demonstrates differentiation and reflection.  Certificate of attendance and evaluation/reflection.</p>
<p><b>Mentoring/coaching other staff members</b></p>	<p>Acting as either the recipient or deliverer of mentoring/coaching services as a means to improving instruction and student performance.</p>	<p>Required</p>	<p>CEUs to be awarded on a case by case basis limited to school goals.</p>	<p>Certificates awarded by district and evaluation/reflection</p>

<b>Supervising an Alternative IV process</b>	Acting as a mentor/coach/advisor to a candidate for certification through Alternative IV process	Required	10 CEUs will be awarded limited to school goals.	Certificates awarded by SAU 24 and evaluation/reflection
<b>Participating in case studies</b>	Examining written narratives or videotapes of classroom teaching or of a particular student and engaging in a discussion of the problems, issues and desired outcomes - the desired result of the study being to determine a plan for improving learning	Required	CEUs to be awarded on a case by case basis limited to school goals.	Certificates awarded by district/department and evaluation/reflection
<b>Conducting classroom observations</b>	Studying the outcomes of specific instructional strategies by examining videotapes, written narrative, and or file reviews of individual students designed to improve instruction and student performance. Examples include focused monitoring and alternative assessments for special education students.	Required	CEUs to be determined at pre-approval and not to exceed 12 CEUs per three-year cycle.	Certificate of Completion and evaluation/reflection
<b>Sharing knowledge from classroom observations</b>	Engaging in conversations about teaching and learning based on one or more classroom observations. The process should include a pre-conference to determine the purpose of the observation, observation to collect data, and post conference to reflect on and share observations.	Required	CEUs to be determined at pre-approval and not to exceed 12 CEUs per three-year cycle.	Certificate of Completion and evaluation/reflection



<b>Sharing professional readings</b>	Engaging in goal oriented, formal group readings and discussions of professional writings.	Required	CEUs to be determined at pre-approval, maximum of 10 CEUs per reading	Book title, meeting dates, attendance list, discussion notes, individual evaluation/reflection.
<b>Developing community or business partnerships</b>	Working in a collaborative partnership with business, industry, higher education or social service agencies to improve the educator's knowledge of content, practical application, career opportunities, or community resources to advance student achievement.	Required	CEUs to be determined at pre-approval, maximum of 10 CEUs per partnership	Summary of learning, evaluation/reflection.
<b>Critical Friends Groups</b>	Participation in a structured, collaborative, collegial approach to examining student work and instructional practice with the purpose of generating solutions to classroom problems and improving student performance	Required	CEUs to be determined at pre-approval, maximum of 10 CEUs per activity	Summary of learning, evaluation/reflection.
<b>Independent study</b>	Engaging in study of a specific educational topic related to school/district goals or content area.	Required	CEUs to be determined at pre-approval, maximum of 10 CEUs per activity	Summary of learning or work product, and evaluation/reflection.
<b>Developing Educational Products</b>	Creating a product for use in the classroom, school or district which is aligned with school/district goals or content areas such as: instructional units and/or materials, handbooks, lab manuals, classroom management guidelines, etc.	Required	CEUs to be determined on a case by case basis at pre-approval	Educational product and evaluation/reflection.

<p><b>Travel Experience</b></p>	<p>Travel to a location that is directly related to a course of study under the educator's primary teaching assignment may qualify for CEUs.</p>	<p>Required</p>	<p>CEU's to be awarded will be determined at pre-approval for time spent researching and planning instruction directly linked to the travel experience. CEUs will be awarded only once for travel to each destination. CEUs will be awarded on a case by case basis but may not exceed 15 CEUs. This activity may be used only once in a three-year recertification cycle.</p>	<p>Documentation of travel and evaluation/reflection.</p>
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Other activities will be considered on an individual basis. Educators must submit a detailed description of the activity and how it relates to improving student performance. Measurable goals must be cited for pre-approval and demonstrated at the completion of the activity to receive CEUs.

See Appendix J for example of Professional Development Learning Log.