

# CHELMSFORD PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT POINTS (PDPS)

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## NECESSARY FOR RECERTIFICATION OF A PROFESSIONAL LICENSE

***(EDUCATORS WITH PRELIMINARY OR  
INITIAL LICENSES DO NOT NEED PDPS)***



### ***HOW DO I EARN PDPS?***

The Chelmsford Public Schools offers relicensure options for teachers through system-wide or school-based professional development activities. Professional Development Points, or PDPs, are awarded to teachers who participate in these activities upon completion of 10 hours in a topic and can likewise demonstrate proficiency in the area of professional development.

The Chelmsford Public Schools will award PDPs for district-sponsored professional development activities. Such activities may include workshops, courses, curriculum development and other sustained activities related to school and district goals. Activities that lead to district-issued PDPs will be labeled in advance as opportunities to earn PDPs. Teachers are also encouraged to seek out professional development options offered through various organizations such as the Department of Elementary and Secondary Education, professional organizations, colleges and universities, and online professional development resources.

The school district follows DESE guidelines regarding the assignment of professional development points. The district may award 1 PDP per clock hour for most activities, however only when the educators have demonstrated *proficiency* demonstrated through either a product or pre- and post-assessments and based on a minimum of 10 clock hours. A professional development activity of fewer than 10 clock hours will be documented as *hours of attendance* rather than PDPs. Such hours may be bundled with like activities by the participant to equal 10 PDPs on a topic. PDPs are used for the purpose of educator relicensure with the MA Department of Elementary and Secondary Education (DESE).

Please contact the Dr. Linda Hirsch, Assistant Superintendent for Curriculum and Instruction for questions related to district-issued PDPs.



The following table, adapted from DESE guidelines, describes activities that are PDP-eligible:

Activity	PDPs	Notes
Undergraduate courses	15 per semester hour (credit)	
Upper-level undergraduate course (only when substantially new to the educator)	22.5 per semester hour (credit)	For example, an elementary teacher with limited content expertise in the area of mathematics may take an upper-level undergraduate course in mathematics and receive 22.5 PDPs per semester hour. A high school mathematics teacher taking the same course would receive 15 PDPs per semester hour, as this would not be substantially new content for the individual.
Graduate course	22.5 per semester hour (credit)	
An instructor of a graduate-level course or approved equivalent	45 per semester hour	Only for the first time the course is taught in a five-year renewal cycle
Audited course	7.5 per semester hour	
DESE-sponsored activities	1.5 per clock hour	Must total at least 10 hours; include a product or pre- and post-content assessment; and include a follow-up component
DESE-sponsored activities	30 in a five-year cycle	For those DESE activities that do NOT have a pre- and post-content assessment, e.g. Mentor Institute
DESE summer content institutes	Up to 67.5	Counts as “content”



DESE 1-day workshops, conferences, etc.	None	
Initiatives sponsored by Districts, Collaboratives or Registered Providers	1 per clock hour	(Minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documentable product.
Mentoring	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer coaching	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer assistance and review programs	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Cooperating teacher	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
National Board of Professional Teaching Standards	Successful completion	30 in content, 60 in pedagogy, 30 elective
Team for Accreditation or Inspection - visiting team member	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective
Team for Accreditation or Inspection - School personnel preparing for visiting team	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective
Presentation at professional conference		First time only in a 5 year cycle
Developing and presenting a PD series of at least three sessions	2 per clock hour	Minimum of 10 PDPs, maximum of 24 PDPs, only the first time presented in a 5 year cycle
New curriculum unit published or formally shared	15 per unit	Up to 60 PDPs in a 5 year cycle
Developing and implementing an activity for students, parents, or teachers	1 per clock hour	Up to 30 PDPs in a 5 year cycle when activity is distributed or implemented by a local school, district,



		or university
Published doctoral dissertation	90	Once in 5 years
Published Master's or CAGS thesis	45	Once in 5 years
Book(s)	90 per book	
Professional journal articles or chapters in a professional book	30 per chapter or article	
Published results of action research	30	Once in 5 years
Continuing Education Units (CEUs)	1 CEU = 10 PDPs	

## CHANGES IN THE REGULATIONS FOR RECERTIFICATION FOR INDIVIDUALS WITH PROFESSIONAL LICENSURE (EFFECTIVE JUNE, 2012 FROM 603 CMR 44)

### **Provisions applicable to licenses renewed before July 1, 2016**

- Individual professional development plans must include at least 150 PDPs. At least 120 of the PDPs must be in the content area of the license or in pedagogy directly related to the educator's primary license, with at least 90 of these PDPs in the content area of the educator's primary license.
- Educators working in Massachusetts public schools must get initial approval of their professional development plans within three months of issuance of the license to be renewed. A supervisor shall approve a professional development plan in which the 120 PDPs required to be in content area or pedagogy are consistent with school and district educational improvement goals.
- Educators shall obtain final approval of their plans from their supervisors
- A minimum of 10 PDPs must be earned in a topic to count the PDPs toward license renewal.
- Professional development plans must include an additional 30 PDPs in the content area of any additional license to be renewed.

### **44.06: Provisions applicable to licenses renewed on or after July 1, 2016**

- Professional development activities shall be identified by the educator and supervisor during the development of, and review of, the Individual Professional Development Plan in order to better support student achievement. Individual professional development plans must include at least 150 PDPs including:



- (a) At least 15 PDPs related to SEI or English as a Second Language.**
- (b) At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.**
- (c) At least 90 PDPs in the content area of the license or in pedagogy, with no less than 60 PDPs in or related to the content area of the educator's primary license.**

- Educators working in Massachusetts public schools must obtain initial approval of their professional development plans pursuant to .04 (1) within three months of issuance of the license to be renewed.
- Educators shall obtain final approval of their plans from their supervisors.
- A minimum of 10 PDPs must be earned in a topic to count the PDPs toward license renewal.
- Professional development plans must include an additional 30 PDPs in the content area of any additional license to be renewed

## **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS**

### **FAQS (FROM DESE'S WEBSITE:**

**[HTTP://WWW.DOE.MASS.EDU/RECERT/QA.HTM](http://www.doe.mass.edu/recert/qa.htm))**

#### ***WHO APPROVES INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS?***

The educator's direct supervisor or designee approves the Individual Professional Development Plan. In most instances this will mean that the principal will approve the plans of teachers and other educators who report to the principal. In some cases a principal may delegate this role to a department head. The superintendent will approve a principal's plan, and the chairperson of the school committee will approve a superintendent's plan. Educators may seek peer review prior to supervisor approval.

#### ***WHAT DOES THE APPROVAL MEAN?***

Approval of the plan means that 80% of the PDPs in the plan are consistent with the educational goals of the school and/or district and that the plan is designed to enhance the ability of the educator to improve student learning.

#### ***WHERE ARE THERE COPIES OF SCHOOL AND DISTRICT IMPROVEMENT PLANS?***

The Education Reform Law requires school councils to develop annual School Improvement Plans. Districts are also required annually to adopt and implement a professional development plan for all principals, teachers, other professionals employed by the district, and school council members. Educators should be able to obtain copies of these plans from building principals.



***I AM CURRENTLY EMPLOYED BY AN EDUCATIONAL COLLABORATIVE. WHO APPROVES MY PLAN?***

Educators employed by educational collaboratives must create a plan that is consistent with the educational needs of the collaborative. The educator's direct supervisor or designee will approve the Individual Professional Development Plan.

***HOW OFTEN MUST MY PLAN BE REVIEWED?***

Supervisors are required to review each individual plan at least every two years. A supervisor may require an educator to amend the plan or may withdraw approval for a plan that had been previously approved; however, any PDPs that were earned consistent with an approved plan will be counted toward recertification.

***MAY I INITIATE A REVIEW OF MY PLAN, OR AMEND MY PLAN, TO REFLECT PROFESSIONAL DEVELOPMENT OPPORTUNITIES THAT MAY ARISE AFTER MY PLAN HAS BEEN APPROVED?***

Yes, educators may initiate a review of their plan anytime during their recertification cycle to reflect new professional development opportunities. Plans may be amended with approval by the educator's supervisor.

***WHAT IF MY SUPERVISOR DOES NOT APPROVE MY PLAN?***

Approval of an individual plan cannot be unreasonably withheld. If a plan is not approved, the supervisor should clearly state the reason for disapproval, so the plan can be amended and approved. In the event that a plan is not approved by a supervisor there are options: teachers and other educators who report to the principal may seek review of the denial from the superintendent of schools; principals may seek review from the school committee chairperson; and a superintendent may seek review from the Department. An educator may then seek additional review from the Department.

***WHAT IF MY PLAN IS NOT APPROVED BY THE DEADLINE?***

Except for educators certified prior to 10/01/94, PDPs that are earned prior to the initial approval of a plan may be subject to disapproval if, in the opinion of the educator's supervisor, the PDPs are not consistent with the educational improvement goals of the school and/or district.



***I AM AN EDUCATOR WHO HAS BEEN EMPLOYED BY A MASSACHUSETTS SCHOOL DISTRICT AND HAVE RECENTLY ACCEPTED A POSITION IN ANOTHER DISTRICT. DO I HAVE TO REALIGN MY PLAN TO COINCIDE WITH MY CURRENT DISTRICT'S GOALS? DO I NEED APPROVAL FROM MY NEW SUPERVISOR? WILL THE PDPS THAT I HAVE ALREADY EARNED STILL COUNT?***

Educators in this situation will need to realign their plans to coincide with their new district's goals. Educators will need approval from their new supervisors within three months of employment. The PDPs previously earned will still count toward recertification.

***I AM NOT CURRENTLY EMPLOYED AND MY CERTIFICATE IS INACTIVE. I PLAN TO BECOME EMPLOYED BY A MASSACHUSETTS SCHOOL DISTRICT IN THE NEAR FUTURE. HOW LONG DO I HAVE TO COMPLETE THE PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR MY CERTIFICATE?***

Educators who are not currently employed in a position requiring certification and who hold an inactive certificate have two years from the start of employment to complete the professional development requirements for the certificate.

***IF I PLAN TO RETIRE BEFORE MY CURRENT LICENSE EXPIRES, AM I STILL EXPECTED TO HAVE AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN?***

Yes. The development of an Individual Plan designed to improve teaching and student learning is sound professional practice and a legal requirement. For example, a teacher who plans to teach for only one more year should remain engaged in well-planned professional development to benefit students' and the teacher's continuing educational growth.

Some educators have also asked if their Individual Plans need to be approved by their supervisor if the educator intends to leave the profession by the time his current license expires. In these cases, Individual Plan approval is strongly recommended but not required.

***DOES THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION HAVE SAMPLE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS?***

The Department of Elementary and Secondary Education has sample Individual Professional Development Plans and a blank template available on their website at <http://www.doe.mass.edu/pd/>.

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## **Professional Development Options**





### ***HOW DO I EARN PROFESSIONAL DEVELOPMENT POINTS?***

Educators may earn Professional Development Points (PDPs) by participating in the professional development programs and activities outlined in their Individual Professional Development Plan. All eligible professional development options are described in the *Recertification Guidelines* found at <http://www.doe.mass.edu/recert/2000guidelines/>.

### ***IN THE LAST CYCLE OF RECERTIFICATION I WAS ABLE TO PARTICIPATE IN SELF-DIRECTED ACTIVITIES. IS THIS STILL AN OPTION?***

Yes, some self-directed activities that result in a professional product are eligible for PDPs. For example, educators may author a new curriculum unit or develop and implement an activity for students, parents, or teachers that incorporates the learning standards of the curriculum frameworks. Districts may also sponsor educator study groups. All eligible activities are listed in the [Recertification Guidelines](#).

### ***PREVIOUSLY, EDUCATORS COULD COUNT 4 HOURS IN A TOPIC FOR RECERTIFICATION. HAS THIS CHANGED?***

Yes. The new regulations require a minimum of 10 hours in a topic for recertification.

### ***CAN A VARIETY OF PROFESSIONAL DEVELOPMENT ACTIVITIES IN ONE TOPIC BE USED TO SATISFY THE TEN-HOUR TOPIC MINIMUM REQUIREMENT?***

Yes. Districts will need to maintain reasonable documentation and award PDPs after an observable demonstration of learning. For example, a middle school mathematics teacher could participate in a six-hour, district-based professional development program focused on algebraic structures, then attend a four-hour session on teaching algebraic structures at a statewide conference, and subsequently develop a new curriculum unit on algebraic structures for use as a district guide. The new curriculum unit would also serve as a demonstration of learning. In this example, the district may award the educator twenty-five PDPs in content (six PDPs for the district-based professional development program, four PDPs for the statewide conference, and fifteen for the new curriculum unit.)

### ***WHAT WOULD BE CONSIDERED A TOPIC?***

A topic is a single or tightly integrated area of study within an academic discipline or related to a particular method of teaching or administration. Examples of topics might include the American Revolution, Greek Literature, Organic Chemistry, Algebra, Questioning Techniques, Behavior Management, and Direct Instruction.





## HOW DO EDUCATORS DETERMINE WHICH TOPICS ARE IN THE CONTENT AREA?

Topics listed under subject matter knowledge for the license are considered content. This information is available in the *Regulations for Educator Licensure and Preparation Program Approval* in section [7.06 Subject Matter Knowledge Requirements for Teachers](#).

## CAN I USE THE SAME PDPs TO MEET THE CONTENT REQUIREMENTS TO RENEW MORE THAN ONE LICENSE?

Yes, if you have earned PDPs for activities that relate to the content of more than one license (whether Primary or Additional areas), you may use the activity to cover the content requirement for renewing more than one license. Even in this case, however, the same total number of PDPs are required to renew the licenses. (You will still need the 150 PDPs for the Primary and the 30 PDPs for each Additional Area), but may consider the content required as covered.

For example:

Type of License:(Primary or Additional)		PD activity	PDP Status
<b>Primary Area:</b> History (Expires 6/17/10) # of PDPs to Renew: 150.  At least 120 PDPs in content and/or pedagogy, with at least 90 of the 120 in content.  Of the 150, 30 may be in an educational elective (or Other)	<b>Additional Area:</b>  Social Studies (Expires 6/17/10  # of PDPs to Renew: <b>30 in content</b>	3 credit Graduate course: "The American Revolution" = 67.5 PDPs	<b>History:</b> 67.5 content PDPs met. Need an additional 82.5 PDPs to renew History as the Primary Area. Of the remaining 82.5 PDPs at least 22.5 PDPs must be in the content area of History, with an additional 30 PDPs in content and/or pedagogy, with the remaining PDPs in "Other/Elective".  <b>Social Studies:</b> The content/professional skill requirement has been met (still need 30 PDPs - does not have to be in Social Studies content matter).  Will need 82.5 more PDPs to renew the Primary license and 30 for the Additional license.
<b>Primary Area:</b> Elementary (Expires 1/15/10)	<b>Additional Area:</b>  Special Needs	24 hour series: "Phonemic Awareness and Phonics"	<b>Elementary:</b> 24 content PDPs. Need at least another 66 in content of Elementary and a minimum of 30 PDPs in pedagogy, with the remaining PDPs in "Other/Elective."



<p># of PDPs to Renew: <b>150</b></p> <p>At least 120 PDPs in content and/or pedagogy, with at least 90 of the 120 in content.</p> <p>Of the 150, 30 may be in an educational elective (or Other).</p>	<p>(Expires 1/15/10)</p> <p># of PDPs to Renew: <b>30 in content</b></p>		<p><b>Reading:</b> 24 content PDPs. Need 6 more in content (because of overlapping content, need an additional 24 PDPs that do not have to be in Reading content).</p> <p>Will need 156 more PDPs to renew both licenses.</p>
<p><b>Additional Area:</b> Special Needs (Expires 6/17/10)</p> <p># of PDPs to Renew Minimum of 30 in content</p>	<p><b>Additional Area:</b> Middle School Teacher (Expires 6/17/10)</p> <p># of PDPs to Renew: <b>30 in content</b></p>	<p>1 credit graduate course covering reading theory and practice.</p>	<p><b>Special Needs:</b> 22.5 content PDPs. Need another 7.5 in content.</p> <p><b>Middle School:</b> 22.5 PDPs earned in Special Needs as indicated above-need 7.5 more in content (because of overlapping content, need an additional 22.5 PDPs that do not have to be in Middle School content).</p> <p>Need 37.5 more PDPs to renew both licenses.</p>

***THE RECERTIFICATION GUIDELINES LIST CONTENT-SPECIFIC TESTS AND PERFORMANCE ASSESSMENT AS OPTIONS FOR PDPS. ARE THESE OPTIONS AVAILABLE?***

Content tests for recertification are not available at this time. The Department is currently developing performance assessment options for Board of Education review. Educators should not include these options in their Individual Professional Development Plans. When these options become available, educators may choose to amend their plans, with necessary supervisor approval, to include a content test or performance assessment.



## PROFESSIONAL DEVELOPMENT POINTS

### ***IS THE RATIO OF 1 PDP PER CLOCK HOUR STILL IN EFFECT?***

Yes. Educators are able to earn 1 PDP per clock hour for professional development activities and programs outlined in the [Recertification Guidelines](#). Advanced Academic Studies and some programs sponsored by the Department are eligible for 1.5 PDPs per clock hour. The Department has also established caps on the number of points for certain activities eligible for recertification. These caps are explained in the Guidelines.

### ***THE RECERTIFICATION REGULATIONS STATE THAT I MUST DEMONSTRATE PROFICIENCY IN A RELEVANT SUBJECT AREA OR SKILL THROUGH AN "APPROPRIATE END-OF-COURSE ASSESSMENT" IN ORDER TO RECEIVE PDPs FROM A REGISTERED PROVIDER. WHAT IS AN APPROPRIATE END-OF-COURSE ASSESSMENT? WHO SEES THE RESULTS?***

In most instances, registered providers who offer courses, seminars, or institutes that strengthen content knowledge will provide a written exam. Courses, seminars, or institutes related to classroom work or school and district administrative issues will include an observable demonstration of learning that could include a written product or other documentable product.

The results of the end-of-course assessment are given only to the educator. Registered providers are not authorized to share or publish individual participants' assessment results.

### ***WHAT IS ADVANCED ACADEMIC STUDY? HOW DO I RECEIVE POINTS FOR ADVANCED ACADEMIC STUDY?***

A graduate-level course or its approved equivalent in the content area, or an upper-level undergraduate course or its approved equivalent when the content is substantially new to the educator, will be considered Advanced Academic Study and will be awarded 1.5 PDPs per clock hour (1 semester hour = 22.5 PDPs). The Department will grant PDPs for course credit from accredited colleges and universities at the time of recertification application.

### ***WHO DETERMINES IF THE CONTENT IN AN UPPER-LEVEL UNDERGRADUATE COURSE OR APPROVED EQUIVALENT IS SUBSTANTIALLY NEW TO THE EDUCATOR?***

The educator determines if the content is substantially new. However, during a Department audit, the educator will need to explain why the content was substantially new.

### ***WHAT POINTS ARE CONSIDERED "ELECTIVE?"***

In most cases, the PDPs not subject to supervisor approval are considered "elective." The elective PDPs may be earned in content or pedagogy.



***I CURRENTLY HOLD AN INITIAL LICENSE (FORMERLY PROVISIONAL WITH ADVANCED STANDING STAGE) IN ONE AREA AND A PROFESSIONAL LEVEL LICENSE (FORMERLY STANDARD STAGE) IN ANOTHER AREA. WHEN SHOULD I BEGIN EARNING POINTS TOWARDS RECERTIFICATION?***

Recertification applies only to the renewal of a Professional (Standard) level license. Educators may start earning points immediately after the date of issue of a Professional level license, in preparation for renewal of that license, or immediately after the date of your Professional license's last renewal. Educators who hold either a Provisional or an Initial level license are not required to earn PDP's, but rather would apply for a new license once they are ready to move up to the next level (i.e. from provisional to initial or from initial to professional). See the [Recertification Guidelines](#) for more information.

***CAN I EARN PDPS FOR PARTICIPATING IN A PROFESSIONAL DEVELOPMENT COURSE AS A TRAINER, PRESENTER, OR INSTRUCTOR?***

Educators who develop and present professional development sessions or courses that are given at the graduate level, which focus on strengthening content knowledge and skills are eligible to receive PDPs. Registered professional development providers, school districts and collaboratives, and institutions of higher education may grant trainers, presenters and instructors twice the number of PDPs granted to participants. An educator may apply these points only one time, the first time, he or she provides the training in a five-year recertification cycle.

***THE RECERTIFICATION GUIDELINES STATE, "PDPS WILL NOT BE AWARDED FOR ATTENDANCE AT A PROFESSIONAL CONFERENCE." ARE THERE ANY INSTANCES WHERE CONFERENCE PARTICIPANTS CAN EARN PDPS?***

Yes, educators may receive PDPs for attendance at a professional conference only in the following instances:

- Registered professional development providers may award PDPs for conference attendance when educators participate in a conference for 10 hours or more on a topic with an observable demonstration of learning that could include a written product or other product that can be documented. Registered providers should issue Certificates of Attendance when educators participate in a conference that is less than 10 hours in a topic.
- Districts may award PDPs to educators for conference attendance after the successful completion of a professional conference (as evidenced by a Certificate of Attendance) with follow-up activities at the district level that combined with conference attendance total 10 hours or more. Follow-up activities at the district level must include an observable demonstration of learning that could include a written product or other product that can be documented.



- Educators are eligible to receive 30 PDPs from the conference provider or district the first time they make a presentation at a professional conference in a five-year renewal cycle.

