

**PROFESSIONAL DEVELOPMENT  
GUIDELINES AND RECORDS  
JEFFERSON COUNTY SCHOOLS  
2016-2017**

Name\_\_\_\_\_

Home Address\_\_\_\_\_ Phone\_\_\_\_\_

School\_\_\_\_\_

Career Ladder Level (If Applicable)\_\_\_\_\_

License/Certificate Number\_\_\_\_\_

Career Ladder Certificate Expiration Date (If Applicable)\_\_\_\_\_

Professional Certificate Expiration Date\_\_\_\_\_

**Teachers: It is highly recommended that you make a copy of all completed documents for your records before submitting to your principal!**

## **GENERAL GUIDELINES**

Professional activities should....

1. be earned in minimum blocks of one and two hours.
2. relate to the field in which you are currently teaching and/or working.
3. If logged as Professional Development Points/licensure renewal hours, all activities must be during the summer, after school, or while on personal leave.
4. fall under one of the Approvable Inservice categories.
5. be completed by all licensed personnel
6. be logged by you individually after completion of the activity and kept in a file in the principal's office. (Please retain a copy for your files.)

**JEFFERSON COUNTY SCHOOL SYSTEM  
REQUEST FOR  
INSERVICE, ADMINISTRATIVE, PROFESSIONAL DEVELOPMENT,  
AND SACS CREDIT**

Teacher: \_\_\_\_\_ School: \_\_\_\_\_  
Print Print

**DIRECTIONS:**

These forms should be completed and **turned in to your principal** by May 15, 2016. You should keep a copy for your records.

I. Required In-Service (5 days - 30 hours/1 day = 6 hours)  
Please check when you complete in-service days.

- 1. August 2, 2016 \_\_\_\_\_
- 2. August 3, 2016 \_\_\_\_\_
- 3. August 4, 2016 \_\_\_\_\_
- 4. January 4, 2017 \_\_\_\_\_
- 5. Self-Selected \_\_\_\_\_

II. Required Administrative Days (5 days – 30 hours/1 day = 6 hours)  
Please check when you complete Administrative Days.

- 1. August 1, 2016 \_\_\_\_\_
- 2. January 3, 2017 \_\_\_\_\_
- 3. March 17, 2017 \_\_\_\_\_
- 4. May 26, 2017 \_\_\_\_\_
- 5. ½ Day (3 Hours) Fall Conference \_\_\_\_\_
- 6. ½ Day (3 Hours) Spring Conference \_\_\_\_\_

III. Professional Development Days (3 days- 18 hours/ 1 day = 6 hours)

- 1. October 12, 2016 \_\_\_\_\_
- 2. November 8, 2016 \_\_\_\_\_
- 3. April 21, 2017 \_\_\_\_\_

IV. It is also the responsibility of each certified employee to keep your license up-to-date as required by the State Department of Education. <http://www.state.tn.us/education/licensing/apply.shtml>. In addition, please see guidelines below:

## Professional Development Points

Educators earn professional development points (PDPs) to advance (a total of 30) or renew (a total of 60) a license. The following table provides information about how PDPs may be earned.

Option	PDPs Awarded	Required Documentation
Training (Academy/Institute/Seminar/Conference)	1 clock hour = 1 PDP 1 continuing education unit <sup>1</sup> = 5PDPs	Certificate of completion, Transcript OR Verification form signed by the Director of Schools (or designee)
College/University Coursework	1 semester hour credit = 10 PDPs	Transcript
Overall Evaluation Score from TN-approved evaluation model	Overall Score of 5 = 20 PDPs Overall Score of 4 = 15 PDPs Overall Score of 3 = 10 PDPs	This information is maintained by TDOE. Educators are not required to submit any documentation. PDPs based on overall evaluation scores may be accrued on an annual basis.
National Board Certification	30 PDPs	Official documentation from NBPTS

1. Continuing education includes activities that result in credits that may be similar to academic coursework in organization and delivery, but are not eligible for academic credit leading to a degree. All educators must earn professional development points to advance or renew a teacher license, including teacher licenses, occupational licenses, and professional school services personnel licenses. If an educator chooses to advance from the practitioner to the professional license using PDPs, the educator must accrue 30 PDPs. To renew the professional license, an educator must accrue 60 PDPs.
2. Activities cannot be part of the state funded in-service days and cannot be conducted during days and/or hours for which educators are already being paid by local education agencies. Activities cannot be completed during school hours.
3. Activities must be completed within the validity period of the license being advanced or renewed.
4. Activities must be related to the development of content knowledge, pedagogical knowledge or pedagogical content knowledge; activities designed to enhance educator effectiveness (e.g., world language courses for educators who work with students for whom English is a second language, coursework designed to support educator’s understanding and use of student data) or other activities designed to improve instructional practice qualify for PDPs. Activities that are not related to the development of educator effectiveness do not qualify for PDPs. Examples of activities not accepted, include: athletic coaching or clinics, bus driver competitions, club sponsors, choral/band presentations, camp director or Christian education.
5. College/University coursework must be completed at regionally accredited institutions.
6. At the time of advancement or renewal, if the educator is employed in a Tennessee public school, the local education agency must retain documentation for each completed activity for which the educator is awarded PDPs. The local education agency will be required to verify that educators accrued sufficient PDPs to qualify for advancement or renewal.
7. At the time of advancement or renewal, if the educator is NOT employed in Tennessee public school, the educator must submit documentation of all activities for which the educator requests PDPs. Each activity must be listed on the appropriate form and include appropriate documentation. The form must be signed by the person responsible for conducting the local evaluation.

<sup>1</sup> Continuing education includes activities that result in credits that may be similar to academic coursework in organization and delivery, but are not eligible for academic credit leading to a degree.

Jefferson County Schools  
Record of Self-selected In-service

Name \_\_\_\_\_ School \_\_\_\_\_ School Year \_\_\_\_\_

Date of Activity	Description and Location of Activity	Time of Day	Number of Hrs.	Principal Approval (Initial)

Total Hours:

Teacher Comments and/or Suggestions:

\_\_\_\_\_

Teacher Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Principal/Verification: Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Central Office Approval: Signature

\_\_\_\_\_

Date