

## **Professional Development Frequently Asked Questions**

**How often do I need to complete a PDP Plan?** By October 1 of each year, the individual, in cooperation with the building representative, will develop a written plan that must include specific goals which address identified building, district level school improvement goals, and individual performance improvement needs in relation to the job role. The new plan must be submitted annually, approved by the Professional Development Council (PDC) to be considered "in place" BEFORE attending any district funded in-service or conference. The form for this can be found on the PDC webpage.

**How early can I renew my license?** A license may be renewed up to 6 months prior to its expiration date. Remember to follow the instructions listed on the license.

**I have a Master's degree; can I renew on experience alone?** No, you must renew with a PDP plan. Renewals for experience are only valid for those obtaining degrees prior to July 2003.

**Do I have to renew with PDP points for a 5-year license?** Yes, all credit for PDP points, including college course work must go through the PDC for approval.

**How many PDP points do I need for licensure renewal?** Personnel with bachelor's degree must submit 160 total PDP points (80 points from completion of appropriate college or university credit) earned under an approved PDP plan. Personnel with advanced degree must submit 120 total PDP points earned under an approved PDP plan. For additional information see the Staff Development Plan for USD 327 &/or your Kansas license.

**Can a teacher who lives or works in district boundaries but not employed by the district file an PDP plan in order to renew his/her license?** Yes, the individual is eligible to file a plan, but the district is not required to allow access to district sponsored activities.

**Can the PDC limit the number of points an individual earns?** No, but the local BOE may limit points for movement on the salary scale.

**Can the PDC limit the number of points for college credit?** No, the regulation states one semester hour of college credit equals 20 PDP points.

**How old can professional development points be? credit hours?**

PDP Points must be earned during the 5-yr period of the license, except for Knowledge Level points.

**Do I have to submit a college transcript to the PDC for approval of course work?**

Yes, PDC is charged with evaluating college course work to determine if it falls within one of the three required areas.

**How do I get points?** Begin by getting knowledge at a workshop or professional education seminar, reading, participating in a study group, observing colleagues or other options as approved by your supervisor. All activities at this point, are knowledge level points. After completion of the activity, submit a Points Request (in PDP Toolbox) and proof of participation within 30 days to your PDC representative.

Proof of participation can be a copy of an agenda or a certificate of completion for workshops/seminars or a copy of a college transcript for college credit. A synopsis of material and its value in a one-page summary for a book or personal research is required to be attached to the Points Request.

**How do I take my knowledge points on to Application &/or Impact?** Pre-approval from the administration for Application (level II) and Impact (level III) are necessary. Include a proposed timeline for implementation. Application & Impact levels must be completed during the current licensure term.

See Staff Development Plan for USD 327 for table explaining how points are earned.