

**GARRETT COUNTY PUBLIC SCHOOLS
PDP 2 – PROFESSIONAL DEVELOPMENT PLAN FOR APC RENEWAL**

Sections I and II of the PDP2 are to be designed/implemented by the employee to ensure continued professional growth for the current APC certificate and to fulfill certification requirements to renew an APC. The principal and/or supervisor will review the PDP2.

NAME: _____ **SS#** ***_**_

SCHOOL/SITE: _____ **CURRENT ASSIGNMENT:** _____

CURRENT CERTIFICATE: _____ **ADVANCED PROFESSIONAL CERTIFICATE**

VALIDITY DATES: _____

ENDORSEMENT/FIELDS: _____

I. PROPOSED ACTIVITIES	Approved Credit

Certificate Holder Signature: _____ Date: _____

Principal or Supervisor* Signature: _____ Date: _____

Certification Supervisor Signature: _____ Date: _____

*The principal or supervisor signature indicates this plan has been reviewed.

II. ACTIVITIES COMPLETED	Institution	Credits	Date
(Courses/Workshops/Seminars/etc.)			

Certificate Holder Signature: _____ Date: _____

Principal or Supervisor Signature: _____ Date: _____

Certification Supervisor Signature: _____ Date: _____

The completed PDP2 is to be forwarded to the GCBOE/Staff Development Office when the current certificate is due for renewal. It is the certificate holder’s responsibility to design, obtain approval, and complete the PDP.

PDP2 Copies: 1) Certificate Holder; 2) Principal; 3) Certification Office

GARRETT COUNTY PUBLIC SCHOOLS

Suggested Activities to Fulfill Professional Development Plan 2

Six (6) hours or six (6) credits must be obtained during validity period of current certificate.

“C” or better. College or MSDE approved workshop hours	Semester hour or in-service credit (1 – 6)
--	--

APPROVED ACTIVITIES IN LIEU OF COLLEGE COURSES		Renewal Credits (RC) Minimum to Maximum Range
A maximum of three (3) renewal credits (RC) may be applied per area to the Professional Development Plan (PDP)		
1.	Teaching of college or inservice courses. RC based on semester hour credits earned by student.	1 – 3
2.	Auditing college courses. RC based on semester hours allowed.	1 – 3
3.	Authorship. (Articles must be published in a state or national professional publication.)	3
4.	Curriculum development or revision. RC to be determined by content area supervisor.	1 – 3
5.	Attending planned lecture series related to content area. 15 hrs. lecture = 1 RC. Use published hours for series to compute RC.	1 – 3
6.	Serving as chairperson or officer of local, state, or national professional organization. RC based on documented hours. 15 hrs. = 1 RC	1 – 3
7.	Supervising a student intern.	3
8.	Mentoring or peer coaching. One (1) RC per year.	1 – 3
9.	Participating in the design and implementation of innovative school projects. RC determined by principal.	1 – 3
10.	Consultant activities: county-wide committee, national conferences, Middle States Evaluation Committee. 15 hrs = 1 RC (Must be relevant to position or school issues.)	1 - 3
11.	Internships and non-credit bearing courses. (Private industry included.) 15 hrs. = 1 RC	1 - 3
12.	County or MSDE Steering or Planning Committee or Boards 15 hrs = 1 RC	1 - 3
13.	County professional activities or school based instructional workshops determined and published by principal/supervisor.	.5 – 3
14.	School Improvement Teams. RC determined by principal.	1 – 3
15.	Attendance at state or national conferences/workshops. Accumulate hours to maximum of 45 hrs. = 3 RC.	1 – 3
16.	Activities which have been approved in advance by principal/supervisor and are noted on professional development plan.	1 – 3
17.	Successful completion of requirements for Administrator II certification	1
18.	Other, as designed by the employee and approved by the principal and/or supervisor.	.5 - 3

PROFESSIONAL DEVELOPMENT PLAN (PDP-Form 2)
TO BE COMPLETED FOR APC RENEWAL

The requirements and procedure to renew an Advanced Professional Certificate through the Maryland State Department of Education as approved by the Garrett County Board of Education on May 9, 1995 are outlined below.

Requirements

1. All employees must devise a professional development plan indicating what will be done to renew the APC.
2. The activities outlined in the plan must equate to six equivalent or college credits. These activities must be completed during the five year validity period of the certificate.

Procedure

1. When the renewal of the Advanced Professional Certificate is mailed to the employee, a PDP-2 form will also be included. The PDP-2 should be completed promptly.
2. The certificate holder will complete the plan and meet with the appropriate professional responsible for evaluation to review the plan.
3. During the five-year period of the certificate, the employee will be responsible for keeping the plan updated and maintaining appropriate documentation.
4. If college credits are obtained, grade forms must be forwarded to the certification office at the Board office for filing and reimbursement.
5. At the end of the validity period of the APC, the completed plan must be submitted to the certification office for certificate renewal.
6. Copies of the PDP are to be filed with the appropriate principal/supervisor and the certification office.

Other Information

Holders of Advanced Professional Certificates need not obtain six college credits, but may elect to participate in renewal credit activities as indicated in the enclosure. In any case, the equivalent of six credits or actual college credits must be obtained.

The Garrett County Board of Education has determined that the *senior* teacher status will not waive the APC renewal requirements as in the past.