

What counts:

1. A mentor for a novice teacher or a cooperating teacher for a pre-service teacher may record one hour of Professional Development for each week of supervision.
2. New Teachers accrue 1 salary guide credit for their two-day orientation in August and 2 hours PD for each meeting with attended for District Mentees. Beginning in Sept. 2008, new teachers (“mentees”) will also accrue PD hours for meeting with their mentors. (The exact number of hours a “mentee” can accrue per year for these meetings has yet to be defined.)
3. You may record up to 10 hours per year for serving on a District or school committee. (PLC’s now count for PD hours, as long as you have an agenda and someone records the minutes.)
4. If you work with a pre-service teacher or with a team of pre-service teachers in a junior practicum, you may record 3 hours per semester.
5. Presenters of workshops or teachers of courses may record hour-for-hour delivery time plus 2 hours of preparation time for every hour of delivery time. Each workshop or course or its similarity will count only once in the five-year cycle.
6. If you participate in independent professional studies such as action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, textbook review, portfolio development, online workshops or programs, and/or contributions to professional literature, you must (a) discuss the projected number of hours which will accrue in the study with your immediate supervisor and (b) maintain a log of actual hours completed.
7. Formal courses (including online 15 PD hours for each credit – 45 hours for every 3 credits).
8. For conferences, seminars, and workshops offered by colleges, universities, Boards of Education, professional associations, and training organizations count hour-for-hour.
9. Courses, seminars, or other activities required for maintenance of licenses or certificates (ex: social worker, school nurse) issued by professional organizations or government entities count hour-for-hour. You may count these hours only once during the five-year period.
10. Curriculum research, writing, and revision that focuses on Core Curriculum Content Standards count hour-for-hour.