

**PUTNAM COUNTY EDUCATIONAL SERVICE CENTER
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE - Example Activities**

Please submit Tracking Form online at the conclusion of each activity

All Activities Must be Related to IPDP Goals

OPTION	MAX. contact HOURS/ SEMESTER HOURS	VERIFICATION	CRITERIA
Local district requirements and inservice programs	No limit	Certificate of Attendance	
College courses	No limit	Official Transcript	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, or a "P" in a pass/fail course. Course work must be related to IPDP goals.
Prof. Conferences, Workshops, institutes etc.	No limit	Certificate of Attendance	Only time spent in sessions that are related to IPDP goals and contribute to the participant's knowledge, competence, performance, or effectiveness in education
Mentoring	20 contact hours per year and 40 contact hours per license cycle	Tracking Form	Mentor of teacher in Resident Educator Program or Approved University Program
Cooperating Teacher	20 contact hours per student and 40 contact hours per license cycle	Certificate or Copy of Evaluation	Supervisor of undergraduate student, graduate student, undergraduate intern, or student teacher.
National Board of Professional Teaching Standards	130 contact hours	Natl. Board Certificate or Activity Log for participation only	
Curriculum Development	60 contact hours per license cycle	Pre-Approval Form	Service on local, county, state, or national formal committee and related to IPDP goals
Professional Committees (IPDP Goals)	60 contact hours per license cycle	List of Meeting Dates	Service on local, county, state, or national committee, and related to IPDP goals.

Grant Writing	40 contact hours per license cycle	Pre-Approval Form	Not dependent on award of grant Hours for planning and preparation only, not for management of grant. Must be related to IPDP Goals
Program/School Visit	10 contact hours per license cycle	Pre-Approval Form	Must be related to IPDP Goals and approved by building principal.
Publication of Original Work	60 contact hours for book and 30 contact hours for article per license cycle	Pre-Approval Form Submission of Publication or Document	Must contribute to the education profession or add to the body of knowledge in the individual's specific field, and must be commercially published
Peer Observation	10 contact hours per license cycle	Pre-Approval Form	Not part of mentoring program, must include a statement of authorization from a supervisor, along with a summary of pre- and post- conference
Teaching a College Course	30 contact hours per license cycle	Pre-Approval Form	Must be related to IPDP goals. May be used for the first time teaching the course each license/certificate cycle.
Professional Presentation	30 contact hours per license cycle	Pre-Approval Form	Applies to the first presentation of a topic for each license cycle.
Educational Project	30 contact hours per license cycle	Pre-Approval Form AND Submission of Project	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only.
Self-Directed Educational Development	30 contact hours per license cycle 10 contact hours per individual activity	Pre-Approval Form	May include professional reading, research, educational travel, preparation for approved professional certification assessments (i.e. Reading Endorsement for Third Grade Guarantee.) Must enhance individual's work in the profession or contribute to educator's area of specialization.
Related Work Experience Or Externship	60 contact hours per license cycle	Pre-Approval Form	Must enhance individual's work in the profession or contribute to educator's area of specialization.

UPDATED 8-9-2013