

## SHELBY COUNTY SCHOOLS Professional Development Program

### Individual Professional Development Requirements

SCBOE recommends that certified employees attain a minimum of 24 clock hours per year. *For new teachers, 3 of the 24 hour clock hours should be devoted to wellness training.* Professional development credit is earned during the school year during which it occurred. Local school administrators are responsible for verifying the hours at the end of each school year.

Instructional Leaders are expected to complete 1 Professional Learning Unit per year.

Certified employees should select activities from the categories listed. Calculate actual working hours not to exceed maximums where so restricted.

**NOTE:** In order to receive Professional Development credit, the participant must be a learner. Per the Alabama State Department of Education, certified employees should not receive professional development credit for presenting/leading a professional development session.

**In order to receive Professional Development credit, the content must pertain to education and/or be applicable to education or the teacher's teaching field. (see examples below\*)**

1. Required professional development activities:
  - a. System professional development programs
  - b. School professional development programs
  - c. Individual professional development activities developed by employee and his/her immediate supervisor and relating to the employee's evaluation
2. Committee work (**maximum credit of 8 clock hours** per year):
  - a. Serving on a system or school committee with an instructional focus
    - \* Eligible - CSI, Action team, textbook, report card, advisory, etc.
    - \* Ineligible – Hospitality committee
  - b. Serving on another school's accreditation committee
3. Professional Learning Community – PLC (**actual clock hours, maximum credit of 20 hours** per year) – as submitted by administrator
4. Workshops, conferences, seminars and webinars (other than those covered in item 1; actual clock hours of workshops or sessions only, **maximum credit of 6 clock hours. per day**) – to be submitted as Activities in My PDC/PD Express or documented in STI-PD. For Webinar Learning Journal see link to "Forms" below: [http://www.shelbyed.k12.al.us/prof\\_dev/index.htm](http://www.shelbyed.k12.al.us/prof_dev/index.htm)
  - \* Eligible – Instructional/education related workshops
  - \* Ineligible – Retirement planning, estate planning, sport/coaching workshops submitted by non-Physical Education teachers.
5. Professional writing and research (**maximum credit of 12 clock hours** per year):
  - a. Publication of articles in professional publications - Documentation and administrator's signature required
6. Innovations (**maximum credit of 8 clock hours** per year):
  - a. Innovative programs or pilots approved in advance by Principal and Asst. Superintendent for Instruction
  - b. Funded and implemented grants that pertain to area of certification
7. Visitation observation approved in advance by Principal and Asst. Superintendent for Instruction; (**maximum credit of 8 clock hours** per year) For Supervising a Student Teacher Form see link to "Forms" below: [http://www.shelbyed.k12.al.us/prof\\_dev/index.htm](http://www.shelbyed.k12.al.us/prof_dev/index.htm)
8. Development of curriculum materials approved in advance and verified by Principal; (**maximum credit of 8 clock hours** per year)

9. Individual or Group Professional Reading - Reading must relate to improving instruction in employee's assignment. Individuals must turn in a learning journal form signed by an administrator in order to receive credit for individual professional reading (**per the ALSDE – no more than 10 hours in a continuation cycle – 5 years – are allowed.**) See link to "Forms" below for Professional Reading Log Form:  
[http://www.shelbyed.k12.al.us/prof\\_dev/index.htm](http://www.shelbyed.k12.al.us/prof_dev/index.htm)
  - \* Eligible – A Framework for Understanding Poverty
  - \* Ineligible – Stephenie Meyer's "Twilight" series
10. Educational travel, approved in advance by Principal and Asst. Superintendent for Instruction, sponsored by an educational institution or taken to improve knowledge and experience in teaching field; (**per the ALSDE – no more than 10 hours in a continuation cycle – 5 years – are allowed.**)
  - \* Eligible – Historic Washington D.C. tour, by a teacher of American History, approved in advance as directed above
  - \* Ineligible – Spontaneous tour of the Smithsonian, while on family vacation.
11. College courses for graduate or audit credit - must pertain to teaching field or instructional leadership
  - \* Eligible – Graduate courses in education related subjects
  - \* Ineligible – Business and Law school classes working towards a Business or Law degree
12. Supervision of student teacher/intern – (**per the ALSDE – no more than 10 hours in a continuation cycle – 5 years – are allowed.**)
13. National Board for Professional Teaching Standards certification process - certificate required (**maximum credit of 60 clock hours**; credit awarded one time only)
14. Other - must be approved by Principal and Asst. Superintendent for Instruction with maximum credit established prior to activity

### **Individual Professional Development Requirements/Equivalency Credit**

The Alabama State Board of Education requires each professional employee to participate in professional development programs. A minimum of 50 clock hours of continuing professional development is required for renewal of teacher certification every five years.

- A. All certified personnel must earn six semester hours of credit every five years or its equivalent in professional development credit hours.
- B. Shelby County Schools recommends that all certified personnel earn a minimum of 24 clock hours of professional development credit per year. Hours are not cumulative from one five-year cycle to another.
- C. Certified personnel must participate in required professional development activities of the school and system regardless of whether professional development hours or credit is needed.
- D. Original documentation for each continuing education/professional development activity must be kept on file by each professional employee to be submitted upon request.
- E. Equivalency credit will be assigned to approved professional development activities according to the following table based on clock hours:
  - 1 semester hour of college credit is equal to 20 clock hours
  - 2 semester hours of college credit is equal to 40 clock hours
  - 3 semester hours of college credit is equal to 60 clock hours
  - 6 semester hours of college credit is equal to 120 clock hours