Professional Growth Plan
&
License Renewal Options

For Teachers &
School Service Personnel

Fall 2010

LICENSE RENEWAL OPTIONS

Teachers have four (4) options for renewing an Indiana Educator license (other than the Initial Practitioner license):

- Professional Growth Plan (PGP) to include 90 professional development hours of activities, verified by the building principal for renewal
- Six (6) semester hours of coursework completed at an accredited Indiana institution (semester hours must have been completed after the issue date of the license being renewed)
- A combination of three (3) semester hours of coursework completed at an accredited Indiana university (semester hours must have been completed after the issue date of the license being renewed) **and** 45 professional development hours of activities utilizing a PGP
- Completion of the National Board of Professional Teaching Standards (NBPTS) Certification

PROFESSIONAL GROWTH PLAN

When using a Professional Growth Plan (PGP) for all or part of license renewal:

- Educators currently working for Eastern Howard School Corporation will need to complete their Professional Growth Plan (PGP) and then have it verified by the building principal.
- A total of 90 PGP experience points are required for submission.
- Any PGP experience points earned from the start of the issue date of the license being renewed to the date it expires can be used.
- PGP points shall be calculated with one (1) clock hour qualifying for one (1) professional growth plan point based on, but not limited to, the activities listed on the ***Professional Growth Plan Experience Documentation*** form.
- Each professional growth point shall be documented in the ***Professional Growth Plan Experience Log*** and have supporting verification documentation.
- Teachers participating in Eastern Howard School Corporation PGP experiences will receive supporting documentation issued upon completion of the experience.
- Teachers wanting to include other professional growth experiences (those that are not corporation-based activities) are required to provide sufficient documentation as determined by the building principal.
- The ***PGP Renewal Information & Verification Form*** and ***Professional Growth Plan Experience Log*** (with reflections) must be filled out completely and signed off by the appropriate individuals.
- Building principals will maintain files that contain copies of supporting documentation, verification forms, and experience logs.
- The teacher is responsible for submitting all supporting documentation to the building principal and submitting all application materials to the Indiana Department of Education for license renewal.

PROFESSIONAL GROWTH PLAN DOCUMENTATION

The professional growth experience points shall be calculated with one (1) clock hour qualifying for one (1) professional growth experience point based on, but not limited to, the following activities:

Options	Maximum Points	Point Value	Sample Verification	Criteria
**In-service credit	30 pts/5 yrs	1 hr = 1 pt	*In-service Credit Approval slip *School Certification *Course Attendance Slip	*In-service must be verified by the school district
Professional Conference/Workshop/Institute	30 pts/5 yrs	1 clock hr = 1 pt	*Certificate of attendance or completion	*May only include time spent at the conference, workshop, or institute
**Mentoring New Teacher/School Service	30 pts/5 yrs	1 clock hr = 1 pt	*Letter from supervisor *School Certification	*Must be mentoring a new teacher or school service
**Cooperating Teacher of a Student Teacher	30 pts/5 yrs	15 pts/1 yr	*Letter from higher ed institute *School Certification	*Student teacher must be from a state approved higher ed prep program
**Cooperating Teacher for an undergraduate field experience or practicum	15 pts/5 yrs	3 pts/1 yr	*Letter from higher ed institute *School Certification	*Undergraduate must be from a state approved higher ed program
**Presentation	30 pts/5 yrs	1 clock hr =1 pt	*Letter from supervisor *School Certification	*Must include only actual time preparing and presenting a professional course, workshop, or presentation and be present for the initial event
**Curriculum Development	30 pts/5 yrs	1 clock hr =1 pt	*Letter from supervisor *School Certification	*Must be serving on a formal committee organized by the local school, district, state, national, or international agency

****These items can be documented through Eastern Howard School Corporation Professional Growth Opportunities**

Options	Maximum Points	Point Value	Sample Verification	Criteria
**Professional Programs/Committees	30 pts/5 yrs	1 clock hr =1 pt	*Letter from supervisor *School Certification	*Must be serving on a formal committee organized by the local school, district, state, national, or international agency
**School Accreditation Activities/School Improvement Process	30 pts/5 yrs		*Letter from supervisor *School Certification	*Must be a chairperson or an active member of listed committee or other committee with similar duties
College Credit	90 pts/5 yrs	1 semester hr=15 pts	*Official transcripts	*Must be earned from an accredited college or university
Educational Publication	45 pts/5 yrs	45 pts for book 10 pts/article	*Copy of publication	*Must contribute to the profession or add to the body of knowledge in the individual's specific field *Must be commercially published OR formally approved OR formally published by a recognized state or national agency or organization
**Other	30 pts/5 yrs	1 clock hr =1 pt	*Letter from supervisor *School Certification	*Professional growth experiences that improve curriculum knowledge, instructional skill, class management skills, or any other professional growth experiences (with prior approval from school administrator)

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