

# **Greece Central School District**

## **Holders of Professional Certification**

### **Continuing Professional Development Requirement Information and Process**



**STUDENT LEARNING IS THE GOAL**

# Greece Central School District Continuing Professional Development Holders of Professional Certification

In order to maintain a “Professional” Teaching Certificate, teachers and administrators must accrue 175 hours of professional development over a five-year period. In order to maintain a “Level III Teaching Assistant Certificate”, teaching assistants must accrue 75 hours of professional development over a five-year period. All subject matter content of professional development activities/experiences must clearly be connected to student achievement of the NYS Learning Standards, teacher/teaching assistant needs and should result in a demonstrated increase in teacher/teaching assistant’s knowledge and understanding, skillfulness and professional values. The ultimate goal of all efforts in this area is to increase the capacity of teacher/teaching assistants to enable and assist all students to higher academic achievement.

This document provides the necessary information in order to meet the Professional Development requirement to ensure the maintenance of Professional Certification.

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**Note: For the purpose of this document, Level III Teaching Assistants should replace all reference to 175 hours with the required 75 hours.**

# **Greece Central School District Continuing Professional Development Holders of Professional Certification**

## **Greece Central School District's Process**

Greece Central School District is using MyLearningPlan to log and maintain the 175 hour professional development requirement for teachers and teaching assistants. It is the employee's and the district's responsibilities to ensure that all records are accurate and complete in the system.

The following district-sponsored professional development activities will be recorded on the employee's behalf through MyLearningPlan:

- Approved district or any Teacher Center courses and BOCES approved workshops
- Serving on pre-approved committees

All other professional development activities intended to apply towards the 175 hour requirement will require prior approval by the building principal or supervisor. The official determination of the applicability of the activity toward the 175 hour (teachers) and 75 hours (Level III teaching assistants) requirement is made by the Assistant Superintendent of Curriculum, Instruction, and Assessment – Elementary Schools.

If after all of the above professional development hours are recorded in the MyLearningPlan system and a teacher still does not reach the 175 hour requirement, a teacher may use the other allowable activities listed on page 9 for the 175 hour requirement. It will be the teacher's responsibility to obtain their principal's approval.

Greece Central is working with MyLearningPlan to have the system automatically upload the hours into the NYSED Teach System Professional Development tracker. You can access your professional development hours on-line through the MyLearningPlan system.

The Continuing Professional Development Requirement is new and the district's planning for it is only beginning. Any questions or feedback is welcome. Please contact Carol Pallas, Assistant Superintendent of Curriculum, Instruction, and Assessment – Elementary Schools, with any such questions, comments, or clarification.

## Clarification Steps

Teachers & Administration	Level III Teaching Assistants
<p align="center"><b>Initial Certificate</b></p> <p><b>Description:</b> The entry-level certificate for <b>classroom teachers</b>, issued in specific subject/grade titles, and the entry-level certificate for <b>School Building Leader (SBL)</b>.</p> <p><b>Validity:</b> Valid for five years.</p> <p><b>Leads to:</b> Professional Certificate</p>	<p align="center"><b>Certification</b></p> <p><b>Description:</b> Third-level certificate for teaching assistants. (Permits the holder to provide direct instructional services to students under the general supervision of a licensed or certified teacher.</p> <p><b>Validity:</b> Continuously valid with completion of the required <b>75</b> professional development hours every five years. (The five-year professional development cycles begin on July 1 following issuance date of the certificate.)</p>
<p align="center"><b>Professional Certificate</b></p> <p><b>Description:</b> The advanced-level certificate for <b>classroom teachers</b> (issued in specific subject/grade titles) and <b>School Building Leaders</b>.</p> <p><b>Validity:</b> Continuously valid with completion of required <b>175</b> professional development hours on a five-year professional development cycle.</p>	

**Note:** The first professional development cycle begins on July 1 following the effective date of your Professional teaching certificate.

## Maintaining Your Certificate Professional Certificate Holders

### Responsibilities

You must complete 175 hours of professional development every five years. This maintains the validity of the Professional certificate and allows you to continue to teach. The first professional development period begins on **July 1 following the effective date of the certificate.**

❖ Examples:

- Effective Date of February, 2007 = 175 Hour Requirement begins July 1, 2007
- Effective Date of July 1, 2007 = 175 Hour Requirement begins July 1, 2008
- Effective Date of September 4, 2008 = 175 Hour Requirement begins July 1, 2009

### Allowable Activities

The district approves all professional development activities to accrue towards your continuing professional development requirement. See attached list for suggested allowable activities.

## **Recordkeeping**

Records will be kept on-line by the district and be made available to the New York State Education Department in the event of an audit.

## **Reporting**

The district reports professional development hours to SED on your behalf.

## **Frequently Asked Questions (source: NYSED):**

### **What is the professional development requirement?**

Holders of a Professional teaching certificate for classroom teaching, as well as holders of a Teaching Assistant III certificate, are required to complete professional development hours to maintain the validity of their certificates. Professional certificate holders must complete 175 hours every five years; Teaching Assistant III certificate holders must complete 75 hours every five years. Decisions regarding content, delivery and providers of such professional development are within the purview of the employing school district and should be made within the context of the district professional development plan.

### **Can mentoring service constitute 100% of the 175 hours to be completed within a given five-year period?**

Yes, the public school district may choose to permit mentoring hours to count toward the professional development obligation. Only mentoring hours accrued at the start of the 175 Hour requirement begins (*July 1 following the effective date of the Professional Certificate*) will be applied to the Professional Development Requirement.

### **If a teacher comes from another state, is he/she subject to the professional development requirement?**

If the individual applies for and receives a New York State Professional teaching certificate or Teaching Assistant III, he/she is subject to the professional development requirement.

### **Does the continuing professional development requirement also apply to those who receive a Professional or Teaching Assistant III certificate through individual evaluation?**

Yes, ALL individuals who apply for and receive one of these certificates are subject to the professional development requirement.

### **When does the first professional development period for an individual certificate holder begin?**

The professional development period for the certificate holder begins on July 1 following the effective date of the certificate.

### **Do courses delivered on-line through a website accrue toward the professional development?**

Yes, if a public school district approves the course for the certificate holders in that district.

**If the district does allow on-line professional development offerings, how does the district calculate the number of hours that will accrue for the course?**

This is determined by the employing school district in consultation with the certificate holder.

**What happens when a Professional or Teaching Assistant III certificate holder takes an approved leave of absence and does not teach for a portion of the five-year professional development period?**

For the certificate holder who is not teaching in a public school for a portion of the professional development period, the required hours are reduced by 10% for each school year that the individual is not employed by the public school.

**How does an individual meet the professional development requirement if he/she leaves the State during the professional development period or is unable to find employment in New York State?**

If the certificate holder wishes to maintain the validity of his/her New York State Professional or Teaching Assistant III certificate, he/she must satisfy the professional development requirement. If he/she is not employed in a NYS public school, the required hours are reduced by 10% for each year that this is the case.

**I am not employed by a public school. How do I report the professional development hours I complete?**

You are required to report the hours directly to the Office of Teaching Initiatives each year and maintain records of all the professional development in which you participate, including the provider, the title of the activity and the focus of the activity (content or pedagogy). Professional development hours are reported through TEACH, our web-based system.

**For Level III teaching assistant certificate holders, do the required professional development activities need to focus on a particular content area or pedagogy skill?**

No, it is recommended that the certificate holder and district jointly determine the activities after consideration of the teacher assistant's and the district's needs relative to instruction.

**If a "non-public" school employs me, must the school provide professional development for me so that I can fulfill the professional development requirement?**

No, but it would be in the school's best interest to do so. It is recommended that the non-public school consult with the local public education entity about the possibility of participating in the school district's professional development activities. (Federal funding mandates to public schools require that they consult with non-public schools located in the district as to the non-public schools' professional development needs.)

**Can I complete the 175 hours at any time during the first 5 years, or must I complete 35 hours each year?**

Regulations do not specify that any portion of the required hours be completed annually. However, it is recommended that certificate holders maintain a steady progression of professional development activities over the five-year period and not take on an overwhelming number of activities in any one year.

**If I complete more than the required number of professional development hours during a 5-year professional development period, may I “roll over” the extra hours to the next 5-year period?**

No.

**What if I hold two Professional certificates in different areas? Do I have to do double the hours?**

No, you need only complete a total of 175 hours for each 5-year professional development period. The cycle begins on July 1 following the issuance of your first Professional certificate and continues on that 5-year cycle.

**What if I am National Board certified; must I still complete 175 hours of professional development every 5 years?**

If you obtain your National Board certification in the area of your Professional certificate during a 5-year professional development period, the National Board certification process satisfies the entire requirement for that cycle. However, if you obtained National Board certification prior to the 5-year period, you are not exempt from the required 175 hours for that period.

**If I teach in a charter school, am I exempted from the professional development requirement?**

If you hold a Professional or Teaching Assistant III certificate, you must maintain your certification by accruing professional development hours. However, the number of required hours is prorated, as it is for individuals not employed in a public school.

**In New York City, who is responsible for providing professional development for certificate holders subject to the professional development requirement?**

Provision of professional development for all City teachers is a responsibility of the New York City Department of Education.

**In New York City, is recordkeeping and reporting of completed professional development considered a district responsibility or a New York City Department of Education responsibility?**

It is expected that the New York City Department of Education will report to the Office of Teaching Initiatives on behalf of all teachers in its employ who fall within the provisions of this requirement.

**Do non-public schools need to obtain approval of professional development activities for their teachers from the local public school district in which the non-public school is located?**

No.

**Will State-funded Teacher Centers allow persons who are not employed by the center’s member districts to participate in professional development activities at the center?**

That decision is up to the individual teacher center.

**If I volunteer in a public school, pre-school or day-care center and am not employed in a public school, can this service accrue towards my continuing professional development obligation?**

No.

**If a public school district employs me, may I use college coursework to satisfy the professional development requirement, or am I restricted to district professional development offerings?**

If your district approves the college coursework, the hours may accrue toward the professional development requirement.

**Are school librarians obligated to complete 175 hours of professional development to maintain their teaching certificates?**

It will depend on the title and type of the certificate held. If an individual attains a Professional certificate in the title of library media specialist, he/she is subject to the professional development requirement.

**How far back do we have to go in logging professional development hours?**

Counting of professional development hours begins on the July 1 after the issuance date of the individual's Professional or Teaching Assistant III certificate. Activities on and after this date are applicable toward satisfying the certificate holder's professional development for the five-year professional period, which runs from July 1 to June 30 of each subsequent year.

**Can we report professional development activities that were completed by the individual before this July 1 date?**

No, hours completed before the beginning date of the professional development period are not applicable toward meeting the requirement and should not be reported.

**Is it a requirement to log professional development hours on-line?**

Public school districts are required to report professional development hours for their employees on-line. Individuals not employed by a public school district are encouraged to report their professional development hours using the on-line TEACH system, but are not required to do so.

**Are individual teachers responsible for making sure their professional development hours are entered into their records by the school district?**

While it is the district's responsibility to report hours, it is in the interest of every Professional certificate and Teaching Assistant III certificate holder to verify that their professional development hours are reported and that their individual record is complete. We suggest that certificate holders:

- Develop their personal professional development plan in consultation with their district, and obtain the district's approval before embarking on professional development activities.
- Check their individual record periodically to verify that the completed hours are being reported by their school district (at least annually). Questions or discrepancies should be resolved with the district immediately. Certificate holders should not wait until the end of their five-year professional development cycle to resolve any issues.

**What counts as a professional development hour? Is an hour spent in a professional meeting comparable to an hour spent on research, or an hour in an in-service workshop, etc.?**

Generally, professional development activity may be considered to accrue according to the number of clock hours spent in the activity, e.g., in-service workshop, conference session, etc. However, the employing public school district has the discretion to set the research, attendance at professional meetings, etc. In the case of credit-bearing college courses, Commissioner's Regulations stipulate that each semester hour of credit is equal to 15 hours of professional development, and each quarter hour of credit is equal to 10 hours of professional development. For individuals not employed by a public school district, the professional development hours should equal the clock hours spent in the workshop, course, etc.

**Can I report partial/fractional hours of professional development?**

No, the TEACH system will only accept professional development reported as full hours.

**Greece Central School District  
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**175 Hours of Professional Growth**

**The following categories are acceptable activities and learning opportunities for satisfying the 175 hour Professional Development requirement in the Greece Central School District.**

(Activities in **bold** are recorded on the employee's behalf through MyLearningPlan.

For all other activities, the participant must log into MyLearningPlan and submit a proposal for approval toward 175 clock hours.)

<b>ACCEPTABLE ACTIVITIES</b>		<b>HOURS EARNED</b>
<b>1</b>	<b>Approved district or Teacher Center courses and BOCES approved workshops</b>	<b>As per hours attended</b>
<b>2</b>	<b>Serving on a Committee</b>	<b>Actual hours per the agenda</b>
<b>3</b>	Participation in collaborative or regional scoring of State or national assessments	Actual hours of training as per supervisor
<b>4</b>	Approved educational leaves (related to content specialty or enhancement of teaching strategies)	To be determined on a case by case basis
<b>5</b>	Participation in our mentoring program as a mentor or mentee	Mentor/mentee: hours as logged
<b>6</b>	Participation in peer coaching and APPR (Alternative Professional Performance Review)	Actual hours up to 15 hours
<b>7</b>	<b>Approved conferences</b>	<b>Actual hours in conference</b>
<b>8</b>	Serving in a pilot or test program	Actual hours served per the supervisor, up to 15 hours
<b>9</b>	Service as a cooperating teacher for a student teacher or field internships	10 hours per week
<b>10</b>	Delivering professional development (e.g., conducting workshops or presenting at a conference/PD day)	Course hours + 50% for prep
<b>11</b>	Higher educational coursework	One college credit = 15 hours
<b>12</b>	Action research projects (includes on-line research)	As per hours completed
<b>13</b>	National Board Certification or recertification activity (either as candidate or provider of support)	175 hours during 5-year period
<b>14</b>	<b>Study (collegial) circles</b>	<b>Actual hours served</b>
<b>15</b>	Development of Statewide curriculum	Actual hours served as per supervisor
<b>16</b>	Service as a board member in professional organizations	20 hours
<b>17</b>	Service as an elected officer in professional organizations	20 hours
<b>18</b>	Service on the State Professional Standards and Practices Board	Actual hours served as per committee chair
<b>19</b>	Publishing in education journals	20 hours per submission
<b>20</b>	Grant writing	Up to 20 hours per submission
<b>21</b>	Teaching University or College courses linked to improvement of instructional technique or content knowledge	20 hours per student credit hour
<b>22</b>	Service to NYSED through, for example, serving as a test development committee member for the NYS Teacher Certificate Exam; Professional Standards and Practices Board; Regents Review Live, etc. that have the approval of the district	Actual hours served as per committee chair