



HWRSD Creating Communities of Learners: *Individual Professional Development Plan*

Once this plan is completed and signed by the supervisor, a copy of pages 1 and 2 should be kept on file in the school office.

Name: _____ Date: _____

Position: _____ District: _____

Certificate Number: _____ School: _____

Primary Certificate: _____ **Code:** _____

Which type of certificate do you hold? *(Check appropriate box)*

- | | | |
|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Standard | <input type="checkbox"/> Provisional with Advanced Standing* | <input type="checkbox"/> Provisional |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Initial | <input type="checkbox"/> Other _____ |

Additional Certificate(s): _____ **Code(s):** _____

Which type of certificate/license do you hold? *(Check appropriate box)*

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Standard | <input type="checkbox"/> Provisional with Advanced Standing | <input type="checkbox"/> Provisional |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Initial | <input type="checkbox"/> Other _____ |

Steps to Follow in Creating an Individual Professional Development Plan

1. The principal or immediate supervisor must provide each teacher with a copy of the district goals and school goals.
 2. Review certificate(s) . In the case of Standard/Professional licenses, which require recertification, determine number of content PDP's required.
 3. Review district goals and select those to be addressed in this plan.
 4. Review school goals and select school goals appropriate to your grade level/subject area needs.
 5. Review district professional development opportunities, both contractually required (*ex. in-service*) and other offerings.
 6. Select appropriate district activities when they become available.
 7. Select any other professional development activities (*seminars, conferences, and courses*), which may or may not be subsidized by the district.
- *Provisional and Advanced Provisional certificates are good for five years of employment. To move from Advanced Provisional to Standard certification requires the completion of a master's degree.*
 - *An Initial license is valid for five years of employment. To move to a Professional license requires completion of an induction program, three full years of employment in the role of license, completion of a master's degree or, in the case of a candidate who already possesses a master's, an approved 18 credit program in which at least half the credits are in the academic disciplines related to the license sought (see options 603CMR7.04(2)©5f.*

The district goals that my plan addresses are:

- a. _____

- b. _____

- c. _____

The school goals that my plan addresses are:

- d. _____

- e. _____

- f. _____

My individual goals are: *(these should be related to curriculum, instruction, assessment, and student management)*

- g. _____

- h. _____

- i. _____

Initial Review and Approval The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Supervisor's Signature Title Date

Final Endorsement The signature below indicates the supervisor has reviewed this educator's Record of Professional Development Activities and the reported activities are consistent with the approved professional development plan.

Supervisor's Signature Title Date

School District Professional Development Activities (No Cost Option)

These activities may be in the form of:

1. In-service training, workshops, or conferences during the school day.
2. In-service training after the school day, on weekends, during the summer and/or curriculum work paid for by the district.

Use the letter code from page two for the Goal column.

YEAR: _____ Activity	Goal	Dates	Content & Pedagogy PDP's	General Education PDP's

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YEAR: _____ Activity	Goal	Dates	Content & Pedagogy PDP's	General Education PDP's

PROFESSIONAL DEVELOPMENT POINTS:

Content & Pedagogy _____ + General Education _____ = Total District PDP's _____

Non-District Professional Development

These activities may be:

1. Undergraduate/graduate courses.
2. DOE Summer Institutes.
3. MTA workshops and Summer Institutes.
4. Other related activities.

Use the letter code from page two for the Goal column.

YEAR: _____					
Activity	Provider	Dates	Goals	PDP's	Cost/Funding

YEAR: _____					
Activity	Provider	Dates	Goals	PDP's	Cost/Funding

YEAR: _____					
Activity	Provider	Dates	Goals	PDP's	Cost/Funding

YEAR: _____					
Activity	Provider	Dates	Goals	PDP's	Cost/Funding

YEAR: _____					
Activity	Provider	Dates	Goals	PDP's	Cost/Funding

PROFESSIONAL DEVELOPMENT POINTS:

Content & Pedagogy _____ + General Education _____ = Total Non-District PDP's _____

District PDP's _____ + Non-District PDP's _____ = TOTAL PDP's _____

GRADUATE DEGREE PROGRAM INFORMATION

Are you currently working on an advanced degree? ___ yes ___ no

If yes, complete the items below.

Institution: _____ Degree: _____

Area: _____ Expected Date of Completion: _____

Notes and Additional Information