

APPENDIX A: PROFESSIONAL DEVELOPMENT ACTIVITIES

According to Maine state law, the PLCSS Committee must approve professional development activities. Contact hours will only be granted for professional development activities **in the field for which you hold an endorsement or are seeking a new endorsement**. 90 contact hours are required every 5 years for professional certificate renewal.

*1 CEU = 10 contact hours *1 credit=15 contact hours *3 college credits = 45 contact hours

All professional development activities must be approved. Submit a Special Project Pre-Approval form (pink) only for special projects. Professional development activities must match at least one of the goals on the individual's Professional Renewal Plan (purple sheet), and subsequently be documented after completion (blue sheet).

I. College level course credits issued by an accredited college or university (approved activities)

II. Contact hours (approved activities)

A. **Attending workshops/conferences** - i.e. Student Support Consortium, CBEA, BER

B. **Participating in district-sponsored professional learning communities and/or staff development activities** that are **related** to your endorsement area, are designed to **improve your teaching practice/student learning**, and are a minimum of **1 hour** in length.

Example: Professional Learning Community/Team, content/team meeting regarding curriculum development/alignment, assessment, instruction, student learning.

(Non-example: content/team meeting regarding budget, curriculum materials management, short-term planning—i.e., scheduling, field trip planning, etc.)

C. **Observations of peers** - up to 15 contact hours over a five-year renewal period

D. **Serving as a Teacher Leader** - up to 15 hours over a five-year renewal period

Example: Content team leader, technology coordinator, grade level leader

E. **Completing National Board certification process** - up to 90 contact hours

F. **Serving as an administratively appointed Mentor, or PLCSS Support Mentor** - up to 15 hours per assignment and up to 45 hours (3 assignments) over a five-year renewal period

G. **Supervising a student teacher or intern** - limited to the equivalent of 45 contact hours over a five-year renewal period

1. Shared placement - 10 contact hours

2. Regular placement - 20 contact hours

3. Extended placement - 30 contact hours

4. ETEP placement - 45 contact hours

H. **Teaching a college level or adult education course beyond the regular contract** - limited to one course over a five-year renewal period - 45 contact hours

I. **Leadership role in state/national organization in an area related to professional endorsement** - up to 15 contact hours over a five-year renewal period

J. **Preparation for and presentation of a new workshop** - up to 15 contact hours

K. **International teacher exchange** - up to 45 contact hours over a five-year renewal period

L. **Accreditation work** - up to 45 contact hours over a five-year renewal period

M. **Serving on one accreditation visiting team** - up to 15 contact hours over a five-year renewal period

III. Special Projects - requires Special Project Pre-Approval form (pink)

A. **Special project** - for each new individual project up to 15 contact hours per project; up to 60 hours over a five-year renewal period

Examples: independent projects, action research, grant writing, publishing in a field of expertise, teaching a community class, serving on a community committee

B. **Travel for educational purposes** - up to 45 contact hours over a five-year renewal period

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