

PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR  
**JOHN F. KENNEDY HIGH SCHOOL'S**  
**STAFF MEMBERS**

**Table of Contents:**

Information Pertaining to the Professional Development Requirements	Page 2
Documentation for Final Approval	Page 3
Missing Hours? Your School's Guide to Who's Responsible for Inputting Professional Development Hours	Page 4-5
On Leave? The District Guide for Professional Development Opportunities for those on Leave	Page 6-7

## **INFORMATION PERTAINING TO THE PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR STAFF MEMBERS WHO HOLD A PROFESSIONAL CERTIFICATE**

What is the difference between an Initial Certificate and a Professional Certificate?

### **Initial Certificate**

**Description:** The entry-level certificate for classroom teachers, issued in specific subject/grade titles, and the entry-level certificate for School Building Leader (SBL).

**Validity:** Valid for 5 years.

**Leads to: Professional Certificate** →

### **Professional Certificate**

**Description:** The advanced-level certificate for classroom teachers (issued in specific subject/grade titles) and School Building Leaders.

**Validity:** Continuously valid with completion of required (175 hours) professional development hours on a five-year professional development cycle

### **Professional Development Period:**

- A professional development year is from July 1-June 30.
- **The first professional development period begins on July 1 following the effective date of the certificate.** This means that you must complete 175 hours of professional development every five years and **you may only begin accrual of the hours of professional development after July 1<sup>st</sup>** following the date the professional certificate is issued.
  - *Example A:* Professional Certificate is issued/effective September 1, 2010. The teacher/administrator would be required to begin to accrue 175 hours of professional development on July 1, 2011.
  - *Example B:* Professional Certificate is issued/effective February 1, 2011. The teacher/administrator would be required to begin to accrue 175 hours of professional development on July 1, 2011.
- Professional development activities completed before the July 1 "begin date" do not count toward your requirement.
- Important: **You must complete 175 hours of professional development every FIVE years** to maintain your Professional Certificate. (To maintain your Professional Certificate it is recommended that you complete approximately 35 hours of professional development each year.)

### **Teachers/Administrators on Leave:**

- If you are employed 90 days or more in the district in a professional development year, you are responsible for all of the required professional development hours.
- The hourly obligation of 175 hours every 5 years is reduced by 10% for every year of professional development period during which you are not employed in a public school or if you work fewer than 90 days.
  - *Example C:* You teach in a nonpublic school for 2 years during your professional development period you must complete a total of 140 hours of professional development in that period ( $.20 \times 175 = 35$  hours;  $175 - 35 = 140$  hours).
  - *Example D:* You are out on maternity leave for 1 year during your professional development period you must complete a total of 157.5 ( $.10 \times 175 = 17.5$  hours;  $175 - 17.5 = 157.5$ ).
  - This calculation should be displayed on your individual professional development record.

\*Please **keep track of your Professional Development Hours by checking MYLEARNINGPLAN.com AND your TEACH account often\***

It is advised that you make sure your professional development hours are accurate well before the end of the professional development period.

For more information please visit the following website:

<http://www.highered.nysed.gov/tcert/certificate/maintaincert.html>

Or call the TEACH tech Help Line at 518-486-6041 or the Policy Unit at 518-474-4661

**DOCUMENTATION FOR  
FINAL APPROVAL  
175 HOURS DISTRICT ACTIVITY**

Name: \_\_\_\_\_

Activity: \_\_\_\_\_

Department: \_\_\_\_\_

Building: \_\_\_\_\_

# of Hours \_\_\_\_\_

Below describe the activity/category reflected on the 175 hour request form:  
\_\_\_\_\_

Description of Work Completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence Provided to Supervisor:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

## **JOHN F. KENNEDY HIGH SCHOOL'S GUIDE TO 175 HOURS OF PROFESSIONAL DEVELOPMENT**

Based off of the revisions made 3/13/2013 District 175 Hours of Professional Development

	<b>CATEGORY</b>	<b>Who is responsible for inputting the hours/category into MYLEARNINGPLAN?</b>	<b>Do I have to submit the paperwork: "Documentation for Final Approval 175 Hours District Activity" to my Supervisor, Principal and the Office of Personnel?</b>
1	In District Teams (pre-approved district activities (i.e. team meetings in the Middle Schools)	N/A	N/A
2	Emergency Preparedness Day hours that address professional development	Principal	No
3	Superintendent Conference Day (Staff Orientation)	Principal	No
4	Departmental Professional Development Meetings	Chairperson/ Supervisor	No
5	Department Extended Meetings that address professional development	Chairperson/ Supervisor	No
6	Building Meeting that address professional development	Principal	No
7	Training for scoring of State Assessments <span style="float: right;">*6 hours</span>	Chairperson/ Supervisor	No
8	Collaborative Grading experiences of State Assessments	Chairperson/ Supervisor	No

### **Non District/Independent 175 Hours of Professional Development**

	<b>CATEGORY</b>	<b>Who is responsible for inputting the hours/category into MYLEARNINGPLAN?</b>	<b>Do I have to submit the paperwork: "Documentation for Final Approval 175 Hours District Activity" to my Supervisor, Principal and the Office of Personnel?</b>
9	College/University courses linked to the District's Professional Development Plan and/or improvement of instructional technique or content knowledge (which may or may not be in pursuit of an advanced degree) and have not been used for salary advancement.	You	Yes
10	Undergraduate college courses (not on-line and pre-approved by the District) leading to a new teaching certificate and have not been used for salary advancement.	You	Yes
11	On-line courses pre-approved by the District and taken from an accredited university to attain a degree or certification and have not been used for salary advancement.	You	Yes
12	Classes or workshop offered by BMCHSD or sponsored by BOCES or NYSUT that have prior district approval and have not been used for salary advancement. <b>***For BMCHSD's Professional Development Academy</b>	You - BOCES & NYSUT  ***Assistant Superintendent – BMCHSD PDA	Yes  No
13	BOCES or NYSUT online courses that have received prior approval from the District and have not been used for salary advancement.	You	Yes

14	Service as a Mentor *15 hours	You	Yes
15	Service as a cooperating teacher for a student teacher, including attending meetings and related processes. ( <b>Documentation/Letter from the University/College stating that you completed the service must also be submitted**</b> ) *25 hours	You**	Yes & Documentation/Letter from the University/College
16	Service as a host teacher for student observer if university requires implementation of a lesson. ( <b>Documentation/Letter from the University/College stating that you completed the service must also be submitted**</b> ) *10 hours	You**	Yes & Documentation/Letter from the University/College
17	Attendance at approved conferences.	You	Yes
18	Preparing and Presenting at a faculty meeting and/or departmental meeting. (In addition to the length of time attending the meeting.)	You	Yes
19	Teacher Collaboration (e.g. skill finding, sharing ideas) as approved by building administrator.	You	Yes
20	Inter-visitation/peer observation-inside or outside of the school visiting classrooms/buildings/districts as approved by building administrator.	You	Yes
21	Alternative assessment portfolio/collaborative portfolio (lesson study, active research, etc.) not in lieu of required observation	You	Yes
22	Peer-coaching (coaching teachers who teach new preps and receiving coaching) as approved by building administrator	You	Yes
23	Turn-key training (attending conference of workshop, return share at department meetings or faculty meetings)	You	Yes
24	Delivering professional development, building or district level (i.e. conducting workshops or planning/running professional conferences non-compensated).	You	Yes
25	Planning professional development materials for a conference, but not actually presenting (e.g. helping plan a Superintendent's Conference Day non-compensated).	You	Yes
26	Service on building level or district level initiated committees related to professional development (non-compensated). <b>***District Level Initiated Committees</b>	You  ***Administrator	Yes  No
27	Presenting at local, regional, or national conferences (non-compensated).	You	Yes
28	Services as an elected officer in a regional, state, or national educational professional organization.	You	Yes
29	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, etc. that have the approval of the district (documentation required).	You	Yes
30	Other pre-approved activities	You	Yes

## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS/ADMINISTRATORS ON LEAVE**

Based off of the revisions made 3/13/2013 District 175 Hours of Professional Development

- If you are employed 90 days or more in the district in a professional development year, you are responsible for all of the required professional development hours.
- The hourly obligation of 175 hours every 5 years is reduced by 10% for every year of professional development period during which you are not employed in a public school or if you work fewer than 90 days.
- The following chart describes the Professional Development opportunities that BMCHSD offers their teachers/administrator on leave. Please keep in mind: **Proper documentation/paperwork must be submitted with the completion of any professional development done while on leave.** The document that must be submitted to the Office of Personnel is the "Documentation for Final Approval 175 hours District Activity" and you are responsible for inputting the hours/category into MYLEARNINGPLAN.

<b>CATEGORY</b>		<b>If you are on leave you may participate in the checked off (X) items for Professional Development (Please submit the necessary paperwork and the information in MYLEARNINGPLAN)</b>
1	In District Teams (pre-approved district activities (i.e. team meetings in the Middle Schools))	
2	Emergency Preparedness Day hours that address professional development	
3	Superintendent Conference Day (Staff Orientation)	<b>X</b> (November Conference Day ONLY)
4	Departmental Professional Development Meetings	
5	Department Extended Meetings that address professional development	
6	Building Meeting that address professional development	
7	Training for scoring of State Assessments <span style="float: right;">*6 hours</span>	
8	Collaborative Grading experiences of State Assessments	

### **Non District/Independent 175 Hours of Professional Development**

<b>CATEGORY</b>		<b>If you are on leave you may participate in the checked off (X) items for Professional Development (Please submit the necessary paperwork and the information in MYLEARNINGPLAN)</b>
9	College/University courses linked to the District's Professional Development Plan and/or improvement of instructional technique or content knowledge (which may or may not be in pursuit of an advanced degree) and have not been used for salary advancement.	<b>X</b>
10	Undergraduate college courses (not on-line and pre-approved by the District) leading to a new teaching certificate and have not been used for salary advancement.	<b>X</b>
11	On-line courses pre-approved by the District and taken from an accredited university to attain a degree or certification and have not been used for salary advancement.	<b>X</b>

12	Classes or workshop offered by BMCHSD or sponsored by BOCES or NYSUT that have prior district approval and have not been used for salary advancement. <b>***For BMCHSD's Professional Development Academy</b>	<b>X</b>
13	BOCES or NYSUT online courses that have received prior approval from the District and have not been used for salary advancement.	<b>X</b>
14	Service as a Mentor *15 hours	<b>X</b>
15	Service as a cooperating teacher for a student teacher, including attending meetings and related processes. <b>(Documentation/Letter from the University/College stating that you completed the service must also be submitted**)</b> *25 hours	
16	Service as a host teacher for student observer if university requires implementation of a lesson. <b>(Documentation/Letter from the University/College stating that you completed the service must also be submitted**)</b> *10 hours	
17	Attendance at approved conferences.	<b>X</b>
18	Preparing and Presenting at a faculty meeting and/or departmental meeting. (In addition to the length of time attending the meeting.)	
19	Teacher Collaboration (e.g. skill finding, sharing ideas) as approved by building administrator.	<b>X</b>
20	Inter-visitation/peer observation-inside or outside of the school visiting classrooms/buildings/districts as approved by building administrator.	
21	Alternative assessment portfolio/collaborative portfolio (lesson study, active research, etc.) not in lieu of required observation	<b>X</b>
22	Peer-coaching (coaching teachers who teach new preps and receiving coaching) as approved by building administrator	
23	Turn-key training (attending conference of workshop, return share at department meetings or faculty meetings)	
24	Delivering professional development, building or district level (i.e. conducting workshops or planning/running professional conferences non-compensated).	
25	Planning professional development materials for a conference, but not actually presenting (e.g. helping plan a Superintendent's Conference Day non-compensated).	<b>X</b>
26	Service on building level or district level initiated committees related to professional development (non-compensated). <b>***District Level Initiated Committees</b>	
27	Presenting at local, regional, or national conferences (non-compensated).	<b>X</b>
28	Services as an elected officer in a regional, state, or national educational professional organization.	<b>X</b>
29	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, etc. that have the approval of the district (documentation required).	<b>X</b>
30	Other pre-approved activities	<b>X</b>

