**Individual Professional Development Plan**

**Continuing Education Unit Options**

Revised: April 2019

Bridgeport LPDC

CEUs are earned through PD (Professional Development) or EOA’s (Equivalent Other Activities).

These CEUs are effective for your current license cycle. It is the responsibility of the LPDC to adjust these to the needs of the district and inform staff of those changes as they occur.

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| **OPTION / ACTIVITY** | **MAXIMUM CEUs** | **CLOCK HOURS/CEU VALUES** | **VERIFICATION REQUIRED FOR LPDC APPROVAL** | **CRITERIA** |
| **Field trips, special events, special activities (plays, musicals, parades).**  **All activities must be related to academic areas and conducted outside of regular school hours.** | 1 CEU per year  Maximum of 5 CEUs per license cycle | You must document your clock hours | Field Trips, Special Events, Special Activities Log and reasonable documentation | Coordination, direction, or supervision of activity must be related to your teaching.  Field trips for extracurricular activities do not count toward these CEUs. |
| **Professional conference, workshop, institute, academy** | No limit to maximum number of CEUs obtainable | 1 contact hour in a workshop = 0.1 CEU | certificate of participation, agenda, or other verifiable documentation | Must be related to your teaching.  Includes district-wide or ESC sponsored PD. |
| **Professional presentation** | 3 CEUs per license cycle | You are responsible for documenting these clock hours | Professional Presentation Log and agenda, workshop schedule, or other documentation | Keep copies of any presentation materials. |
| **Cooperating teacher for an intern or student observer** | **Coop. teacher for student teacher**  2 CEUs per year;  4 CEUs per license cycle  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Coop. teacher for student observer**  Max. 1 CEU per year;  3 CEUs per license cycle | Document your clock hours | You must document these hours on a Cooperation with Intern/Student Observer Log and include documentation directly from the cooperating university | Direct responsibility for undergraduate student, undergraduate intern, graduate student, or student teacher. |
| **College course completion** | No limit to maximum amount of CEUs obtainable | 1 semester hour =  3 CEUs  1 quarter hour =  2 CEUs | Copy of transcript, grade report, or other official documentation from your university | Classes must be in education or in areas related to teaching assignment, present or desired teaching license. |
| **Teaching a college, adult vocational, or technical course** | Max. 2 CEUs per class per academic year | Max. 10 CEUs per license cycle | Course syllabus (that includes class name, number, and date) from university signed from an official | Must be related to your licensure and/or present teaching. |

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| **Peer Visitation and Observation and Post-Observation Conference (including Resident Educators and Mentors)** | Max. 1 CEU per license cycle | You are responsible for documenting clock hours.  (1 clock hour = .1 CEU) | Peer and Resident Educator Visitation, Observation, and Conference Log including summary or other proof of post-observation conference | CEUs awarded to **both** (or all) teachers involved (the observer and any observed teachers). |
| **Educational travel (ex. Spanish teacher takes students to Mexico)** | CEUs determined by LPDC based on clock hours and work completed | You are responsible for documenting activities, work, and clock hours | Activity Documentation Voucher | Program must enhance individual’s work in the profession or contribute to the teacher’s area of specialization. |
| **Any team or committee meeting for the district, your department, building, or grade level for educational purpose(s), including those involving Resident Educator teachers and mentors (or other mentor-teacher meetings)** | Maximum of 1.75 CEUs per year (or 8.75 per license cycle) | You are responsible for documenting these hours | Team and Professional Committee Meeting Log including agenda, sign-in sheet, or summary for each meeting | Team or committee meeting hours must be accurately documented and reflect time spent for educational purpose(s) and collaboration. |

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| **Public SchoolWORKS, Safe Schools, or any other general health and safety trainings in which a certificate is awarded or license is earned.** | Maximum of 1.0 CEU per license cycle unless required by Superintendent | You are responsible for converting minutes earned to CEUs | Transcript including all training for each school year (NO individual certificates) | Training must be directly applicable to the classroom or required by the Superintendent. |
| **National Board of Professional Teaching Standards Certificate** | 9 CEUs per license cycle upon obtaining NBPTS certificate  6 CEUs for completion without certificate | W/NBPTS certificate = 9 CEUs  W/out NBPTS but completion of program = 6 CEUs | Valid copy of NBPTS Certificate or Documentation Voucher for candidate w/out certificate but w/program completion | Must be in subject area of individual assignment.  Certificate must be completed or participation as candidate must be verified within the license cycle. |

You are responsible for keeping track of all of your CEUs earned at any time. Keep yourself organized. Your current LPDC members include: Amy Vavrock (Coordinator), Tom Daley (Coordinator Designee),

Jim Davenport, and Jill Boyer. Please feel free to attend an LPDC meeting or otherwise contact us with any LPDC questions or concerns.