

INDIVIDUAL SCHOOL PROFESSIONAL DEVELOPMENT

All schools will use Course Insite to monitor and evaluate professional development activities. Attendance must be taken. Participants may print their own certificates once the evaluation has been completed.

Teachers and administrators may earn contact time toward their license renewal for participation in professional development. Certificates for salary credit may only be generated through the Division of Learning Services.

Certificates at the school level may be generated in two areas: **Ongoing Professional Development** or **Involvement in School Reform**. **Ongoing Professional Development Certificates** should be used when the professional development focuses on a new learning or its implementation. **Involvement in School Reform Certificates** are used when they are participating in a school reform activity. Attendance must be kept for all sessions. Certificates for teachers must indicate the exact amount of time they have participated not the length of the activity. For example, if your activity includes 4 sessions of 2 hours each and only 2 are attended by a teacher, that person would receive a certificate for 4 contact hours.

Ongoing Professional Development: Ninety (90) clock hours of continuous professional development related to improving knowledge and skills may be applied to renewal. Ongoing professional development and training experiences may include, but are not limited to: attendance or presentation at professional conferences; service on state-wide or national educational task forces or boards; professional research and publication, supervision of student teachers, or intern; mentorships; pursuit of national educator certification; professional, technical or occupational training. These professional development and training experiences must relate to the Colorado Professional Educator Standards. Evidence of completion of professional development experience may be in the form of attendance sheets, certificates, publications or research produced, copies of national certification, transcripts, testimonials, or verification by supervisors. This type of certificate is generated through your school office for activities at your school. Schools may either generate a certificate at the end of the year or at the conclusion of each professional development activity. For Districtwide activities, certificates are generated through the Division of Learning Services.

Involvement in School Reform: Educators who actively participate in the formulation of policies or practices leading to school or district improvement may earn ninety (90) clock hours of professional development for these activities. Involvement in school reform may include, but is not limited to, services in local accountability and reform efforts, or curriculum, standards, and assessment development. Activities must be directly related to the Colorado Professional Educator Standards. Evidence should be in the form of reports, materials, or products developed. This type of certificate is generated through the school office for completed activities. For District wide activities, certificates are generated through the Division of Learning Services.