

## **EVIDENCE:**

**Examples of acceptable professional development activities can include but are not limited to the activities listed below: Evidence of completion will be required if the educator's submission is audited.**

**Action Research:** Action research is a form of disciplined inquiry that involves educators in a process of selecting a focus, collecting data, analyzing and interpreting the data, and taking action. (e.g.: Demonstrate new skills in a classroom working directly with students. Identify a topic, establish research procedures, collect research and analyze it. This involves reflecting on the results of the research and taking action or making conclusions. Submit verification from Principal.)

**College Course(s):** Submit transcript or grade report and a course description. If a course, or online course, is taken for credit, each awarded semester hour of credit equals 15 continuing education units. If you are auditing a course, you will need written verification from the instructor on college letterhead as to topic(s) and continuing education units spent in class.

**Committee:** Include short-term and long-term commitments to education-related committee work. Submit verification of membership, purpose and outcomes of committee, dates and times involved.

**Curriculum/Assessment/Program Development:** Submit a copy of the curriculum, or unit of instruction, and an estimate of continuing education units spent in its preparation. You may include your curriculum modifications to address the varied educational needs of students. Include goals, objectives, sample activities, and evaluation strategies.

**Observation:** Submit a log of actual hours spent observing activities germane to your certification. Observation time must be verified by staff member(s) observed. The log should be accompanied by an explanation of what was learned and how it will be used.

**Peer Coaching/Mentoring:** Cooperative activities between educators that result in increased learning for both parties (e.g.: Implementation of instructional practices learned during a professional development activity). Activities in which an experienced educator works with a beginning educator to enhance the beginner's job-related skill, knowledge, and discuss classroom practice. (e.g.: analyze classroom instruction, skills, identify strengths and weaknesses, share resources, and discuss and reflect on instructional practices.). Submit verification from Principal or Teacher Leader regarding dates and times involved and purpose.

**Professional Reading:** Submit a bibliography with a description of the knowledge gained through this reading and how this knowledge will be useful to you in an educational area. An estimate of continuing education units spent must also be provided. Video courses or self-teaching activities will be considered under this area.

**Research/Independent Study:** Submit topic(s) outline, a written plan of focus and objectives, bibliography, an explanation of how the information will be used in a classroom or curriculum, and evidence of learning. Estimate the continuing education units spent in research.

**Study Groups:** Collaborative work or discussion among a small group of educators for the purpose of professional learning. (e.g.: Teachers learn new strategies or program content through professional development activities and from study groups to support implementation of the instructional strategy or technique. To explore knowledge or an educational topic related to readings, research, and shared reflection). Submit verification from Principal or Group Leader regarding dates and times involved along with objectives, purpose and outcomes of study group.

**Travel:** Submit a description of the trip and several classroom activities resulting from your travel experience demonstrating how the activity would be used in the classroom.

**Workshops, Conferences, Seminars, Symposia, In-Service Training, etc:** Please submit dates, explanation of topic, and verification of participation on a certificate or letterhead of the sponsoring organization.

**Writing Professional Articles:** Submit a copy of the published article or draft submitted for publication and an estimate of clock hours spent.