

**WICOMICO COUNTY BOARD OF EDUCATION  
Professional Development Plan\***

The Professional Development Plan (PDP) is designed to enhance professional growth. This PDP is one component of meeting the requirements for the Standard Professional Certificate or the Advanced Professional Certificate.

NAME (print) \_\_\_\_\_ EMP# \_\_\_\_\_

WORK SITE \_\_\_\_\_ TEACHING ASSIGNMENT(S) \_\_\_\_\_

CURRENT CERTIFICATE      SPC I   
   SPC II       Valid \_\_\_\_\_ to \_\_\_\_\_ Highest Earned Degree \_\_\_\_\_  
   APC

AREA(S) OF CERTIFICATION \_\_\_\_\_

**PROPOSED ACTIVITIES for the renewal of the new certificate.**

- Completion of Master's degree. The original copy of my program study with my advisor's signature is attached.
- Completion of equivalency. 36 credits total (21-graduate, 15-undergraduate, and/or MSDE approved workshops).
- Completion of academic/in-service coursework (for renewal of APC) as listed below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Completion of Professional Growth Activities (**for renewal of APC only**) as listed below. Activities have been chosen from the Approved Professional Growth Activities for Wicomico County Board of Education (**see reverse side**).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I request exemption from the renewal credits on the basis of senior teacher status (25 years of successful professional experience or 55 years of age).

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Required)**

**This form must be returned to Human Resources prior to the *expiration* of your new certificate.**

*\*This form does not replace the tuition reimbursement request form.*

WHITE -Human Resources  
YELLOW -Employee  
PINK -Principal

## PROCEDURES

1. Certificated employees will complete the appropriate form and will submit it/them in accordance with the following:

School-based teaching personnel -	Home school principal
School-based administrator -	Appropriate director
Central office staff -	Appropriate assistant superintendent

2. Home school principal will coordinate a review of the proposed plan with the appropriate content supervisor.
3. The certificated employee will meet with the principal and/or supervisor at a scheduled time to discuss the plan with suggested modifications, if recommended. The plan, **as approved**, is signed by the appropriate principal/supervisor.
4. The white copy is given to human resources, the yellow copy is retained by the employee and the pink copy is retained by the principal.
5. The office of human resources will attach the plan and supporting documents to the file copy of the certificate.

## APC RENEWAL

I.	Course work/MSDE approved credit courses	<b>Minimum of 3 Credits</b>
II.	Workshop/conferences/professional activities (One time only during validity period of each APC)	<b>Maximum of 3 Credits</b>
	1. Assignment to a special project by supervisor/superintendent	1 Credit
	2. Conference participant (pre-approved) – 18 non-school hours, can be cumulative	1 Credit 18
	3. Cooperating teacher	1/2 Credit
	4. Member of summer curriculum workshop (18 hours without pay)	1 Credit
	5. Member of major committee appointed by superintendent	1/2 Credit
	6. Chair of major committee appointed by superintendent	1 credit
	7. Officer, professional organization - state, regional*, or national	1 credit
	8. Presenter at national conference	1 credit
	9. Presenter state/regional conference	1 credit
	10. Published article (national)	1 credit
	11. Published article (regional*)	1/2 credit
	12. Published article (state)	1/2 credit
	13. Teacher of college course	1 credit
	14. Teacher in charge	1/2 credit
	15. Membership in subject-related professional organization (entire duration-5 years)	1/2 credit
	16. Coordinator of school-related activities beyond school day (18 hours without pay)	1 credit
III.	Non-traditional	<b>Maximum of 1 credit</b>
	1. Travel with the completion of an educational plan (pre-approved)	1/2 credit
	2. Community activities (chairperson of a drive)	1/2 credit
	3. Officer of civic club	1/2 credit
	4. Volunteer in community service (75 hours) - one time only	1/2 credit

\*More than one state

**NOTE: Supporting documents of I, II, and/or III above must be submitted in the Human Resources Office.**