

## PROFESSIONAL GROWTH PLAN EXPERIENCE DOCUMENTATION

**The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities:**

OPTIONS	SAMPLE VERIFICATION	CRITERIA
In-Service Credit	*In-service Credit Approval slip *Course Attendance slip	*In-service may be verified by the school district
Professional Conference/ Workshop/Institute	*Certificate of attendance or completion	*May only include time spent at the conference, workshop or institute
Mentoring New Teacher, School Service or Administrator	*Letter from supervisor	* Must be mentoring a new teacher, school service or administrator
Cooperating Teacher of a Student Teacher, undergraduate field experience or practicum	*Letter from higher ed institute	*Student teacher/undergraduate must be from a state approved higher ed prep program
Presentation	*Letter from supervisor	*Must include only actual time preparing and presenting a professional course, workshop or presentation and be present for the initial event.
Curriculum Development	*Letter from supervisor	* Must be serving on a formal committee organized by local school, district state, national or international agency
Professional Programs/Committees	*Letter from supervisor	*Must be serving on a formal committee organized by local school, district state, national or international agency
School Accreditation Activities/School Improvement Process	*Letter from supervisor	*Must be a chairperson or an active member of listed Committee or other Committee with similar duties.
College Credit 1 credit hour =15pts	*Official transcripts	*Must be earned from an accredited college or university
Educational Publication/Educational research	*Copy of publication/research	*Must contribute to the profession or add to the body of knowledge in the individual's specific field.  *Must be commercially published OR formally approved OR formally published by a recognized state or National agency or organization.
Other	*Letter from supervisor	*Professional growth experiences that improve curriculum knowledge, instructional skill, class management skills, or any other professional growth experiences.