

PDC Q & A

Q Who are my building PDC reps?

A For 2016-17, your building PDC reps are as follows:

Tonya Phillips, chair & admin rep

TES: Jill Conrad, Chris Coulter, Deanna Sittner

TMS: Mary Bartels, Shelly Scates, Amber York

THS: Cathy Cox, Amy Johnson, Kim Swearngin

Q What do I need to do to renew my teaching license?

A **Teachers New to the Profession (Initial license holders):** Each conditionally or initially licensed teacher, school specialist or school leader must complete a year-long, district-administered induction and mentoring program to pass the performance assessment as a prerequisite to receiving a professional license. After completing the district's mentoring program, and six months prior to your renewal date complete Online Form 21 "Application for Kansas Upgrade to Professional License."

Teachers with a bachelor's degree: Teachers with a bachelor's degree must earn 160 professional development points. At least 80 points must be college credit (4 college credits) (1 credit hour = 20 points). Points must be earned within your 5 year license period. Six months prior to your renewal date, complete Form 3a "Renewal of Professional License."

Teachers with a master's degree: Teachers with a master's degree must earn 120 professional development points. No college credit is required. Points must be earned within your 5 year license period. Six months prior to your renewal date, complete Form 3a "Renewal of Professional License."

Teachers who are retired: If you have a bachelor's degree, you must earn 80 professional development points. At least 40 of those points must be college credit (2 college credits) (1 credit hour = 20 points). If you have a master's degree, you must earn 60 professional development points (no college credit requirement). Points must be earned within your 5 year license period. Six months prior to your renewal date, complete Form 3a "Renewal of Professional License."

Relicensure checklist:

- Complete the proper KSDE form 6 months prior to your expiration date
- Obtain official professional development transcripts (My Learning Plan transcript) (Tonya Phillips, DAC)
- Obtain official college transcripts (if applicable)

- Include a check to KSDE in the amount noted on the application
- Mail all items to KSDE (at your own expense)

Q How do I find out what the status of my license is?

A Visit www.ksde.org. On the left side of the page, click on Licensure. Under Quick Links, click on License Lookup. Enter your personal information or search by district and building.

Q What is the IPDP and when is it due?

A The IPDP is the Individual Professional Development Plan. This plan is used to document your goals for the year. The IPDP form is due September 15 of each year, as required by the Kansas State Department of Education.

Q How do I keep track of my professional development points?

A Tonganoxie USD 464 uses My Learning Plan to keep track of professional development points. All knowledge points earned at “in district” professional development opportunities will be logged in My Learning Plan for you. You MUST sign in to receive credit for attending. You will receive a short optional survey via Survey Monkey to complete after each “in district” PD to help us strive for continuous improvement. District Committees (*BLT, Negotiations, PDC, SIT, Grade level/department, Site Council, etc.*) must keep a sign in sheet and turn those in to the district office in December and May. These will be entered in My Learning Plan for you.

Q How do I know how many PDC points I get for attending a conference/workshop?

A PDC points are equal to the number of hours in the conference/workshop. For example, if the conference is 8:00am-4:00pm, with 1 hour for lunch, then you would get 7 PDC points. 8:00am-4:00pm is 8 hours, minus 1 hour for lunch, for a total of 7 hours or 7 PDC points. Always count the total number of hours, but never count for lunch, unless it is a “working” lunch with presentations, etc. during the entire lunch time.

Q When would I use the Service to the Profession form?

A The Service to the Profession form should be used for committees (*outside the district*), professional organizations (*KNEA, KLFA, etc.*), supervising a preservice teacher (having a student teacher), publication in an approved educational journal, providing staff development (*1 point per hour for preparation time + time presenting staff development*) (*Example: 1 hr prep + 2 hrs presenting = 3 total points*). Service to the profession points can NOT be taken to Application or Impact level.

Q How do I determine how many points to request for a workshop, conference, or training?

A The number of points is equal to the number of hours you attended the workshop, conference, etc. Do not include lunch breaks in the number of hours. For example if the conference lasted 6 hours, and you had 1 hour for lunch, then you would request 5 points.

Q How do I apply for Application Points for a conference?

A To apply for Application Level points, once an activity has been Marked Complete in My Learning Plan, the Application Level button becomes active. Click on the activity in My Portfolio. Click on the Application Level button to open the Application Level Form, complete the form, and submit.

Q What types of things can I use as evidence for Application points?

A You can use lesson plans, pictures of an activity, copy of the activity/sheet/lesson you created, copy of flipchart, etc. You list what you want to use as evidence, and that is what you should turn in to the PDC.

Q How do I apply for Impact Points for a conference?

A To apply for Impact Level points, once an Application activity has been Marked Complete in My Learning Plan, the Impact Level button becomes active. Click on the activity in My Portfolio. Make sure it's the one you took to Application level. Click on the Impact Level button to open the Impact Level Form, complete the form, and submit.

Q What types of things can I use as evidence for Impact points?

A You can use pre/post tests, pre/post surveys, pre/post grades, etc. The important thing to remember is that you need to show the impact your activity made on the students. So you show that through pre and post. For example, you could do a pre/post survey on iPads and ask your students how they felt about learning math before you use the iPad to teach and then give a post survey asking how they felt about learning math after using the iPad. This would show the impact the iPad had on students' feelings about learning math. You list what you want to use as evidence (i.e. a pre/post survey), and that is what you should turn in to the PDC.

Q Why should I bother taking an activity to Application Level or Impact Level?

A Money! Inservice Salary is an incentive that awards staff at a ratio of \$30 for every 20 points that are earned with a maximum of \$420 per year (280 points). Inservice Salary is calculated on all points that are earned between June 1 and May 31 of each year. To be awarded Inservice Salary, you MUST enter AND Mark Complete in My Learning Plan all activities to count toward Inservice Salary before May 31 of each year. Application points are 2X knowledge points, and Impact points are 3X knowledge points.

Q I have a student teacher. How do I get point for that and what time can I count?

A Teachers who have a student teacher can receive professional development points. Teachers should count before school, after school, and during plan times when the teacher is meeting with the student teacher in a mentorship capacity. Student contact hours (when teaching) are not to be counted. Teachers should keep a log of the time they meet with the student teacher and the topics addressed. When entering the activity in to My Learning Plan, use the Service to the Profession form. Times should be entered weekly, for example on Mondays. Estimate the number of hours each week that were spent meeting with the student teacher. For example, if the teacher had the student teacher for 5 weeks, beginning September 9, the entry in the Service to the Profession form might look like this:

- Monday, Sept 9, 8am-1pm 5 hours
- Monday, Sept 16, 8am-1pm 5 hours
- Monday, Sept 23, 8am-3pm 7 hours
- Monday, Sept 30, 8am-1pm 5 hours
- Monday, Oct 7, 8am-11am 3 hours

The start and stop time are not important, but just used to determine the approximate number of hours for each week.