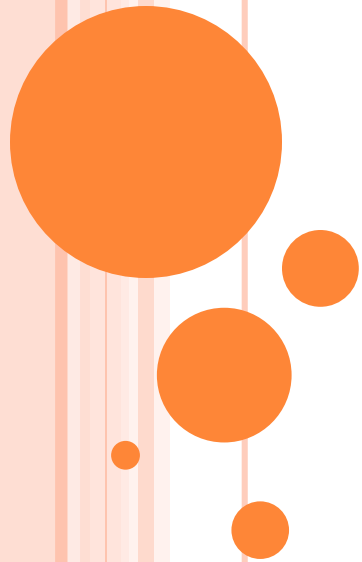


PROFESSIONAL DEVELOPMENT 101



RELICENSURE FOR 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."



RELICENSURE FOR THOSE WHO HOLD A BACHELOR'S DEGREE

- 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.”



RELICENSURE FOR THOSE WHO HOLD A MASTER'S DEGREE

- Earn 120 professional development points.
- No college credit 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.”



RELICENSURE FOR THOSE WHO ARE RETIRED

- If you have a bachelor's degree, earn 80 professional development points:
 - At least 40 points must be college credit (2 college credits)
 - 1 credit hour = 20 points
- If you have a master's degree, 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)



NEW INFORMATION!!!

- Effective November 15, 2014:
- Any person submitting any of the following will **ALSO** be required to submit **AT THE TIME OF APPLICATION**, a complete set of fingerprints and the required fee:
 - An application for the first Kansas certificate or license;
 - An application for renewal of an expired Kansas certificate or license; or
 - An application for renewal of a valid Kansas certificate or license, if the person has never submitted fingerprints as part of any previous application for a Kansas certificate or license.



NEW INFORMATION!!!

- Beginning July 1, 2013, KSDE will no longer print and mail paper license copies to applicants.
- Applicants will be able to save a PDF of the issued license to their computer and/or print a copy of the newly issued license.
- Educators will have access to save or print any currently valid license or certificate from their own computer at any time.
- The “employer copy” designation will no longer appear.
- A license or certificate saved or printed from the License Lookup website may be considered an “official copy” for district files.



NEW INFORMATION!!!

- Accessibility to printing the license is through License Look-up. From the KSDE homepage, choose Licensure, then the link to License Look-up
- When a search is completed, a button to “Print License” will appear. The Print License button will only be available when the application status is at “not active” or “printed”.
- When you renew your license, the Tonganoxie District Administrative Center will print the employer copy and keep it on file. You may print one for your own records.



MY LEARNING PLAN

- Tonganoxie USD 464 uses My Learning Plan to keep track of professional development points.
- My Learning Plan keeps track of all professional development points and college credits.
- My Learning Plan is tied to Aesop! To obtain a sub for ANY professional development, you **MUST** enter it into My Learning Plan or you will **NOT** get a sub!



MY LEARNING PLAN AND AESOP

- My Learning Plan and Aesop work together!
- ALL professional development absences **MUST** be entered in My Learning Plan **NOT** in Aesop!
- After you enter the PD absence in My Learning Plan, it will **NOT** contact a sub until both your building principal **AND** the district office approve the request. This is why it is **VERY** important to enter the request several days in advance!



MY LEARNING PLAN

DISTRICT RESPONSIBILITIES

- 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.
- 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.



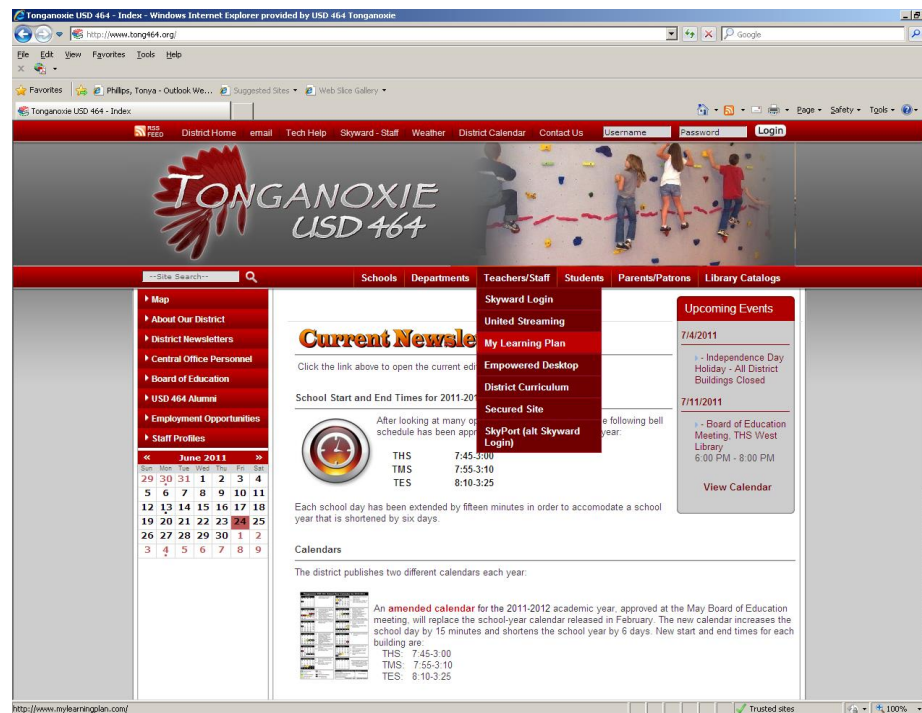
MY LEARNING PLAN- STAFF RESPONSIBILITIES

- Each certified staff member is responsible for entering in My Learning Plan:
 - **Individual Professional Development Plan (IPDP) *Due September 15 each year!!!***
 - **All outside professional development**
 - **All college credits earned**
- For each IPDP, college course, and conference request entered, you **MUST Mark Complete** in order to receive credit.



MY LEARNING PLAN

- Everyone has an account on My Learning Plan.
 - Username: Your current network username
 - Password: Your current network password



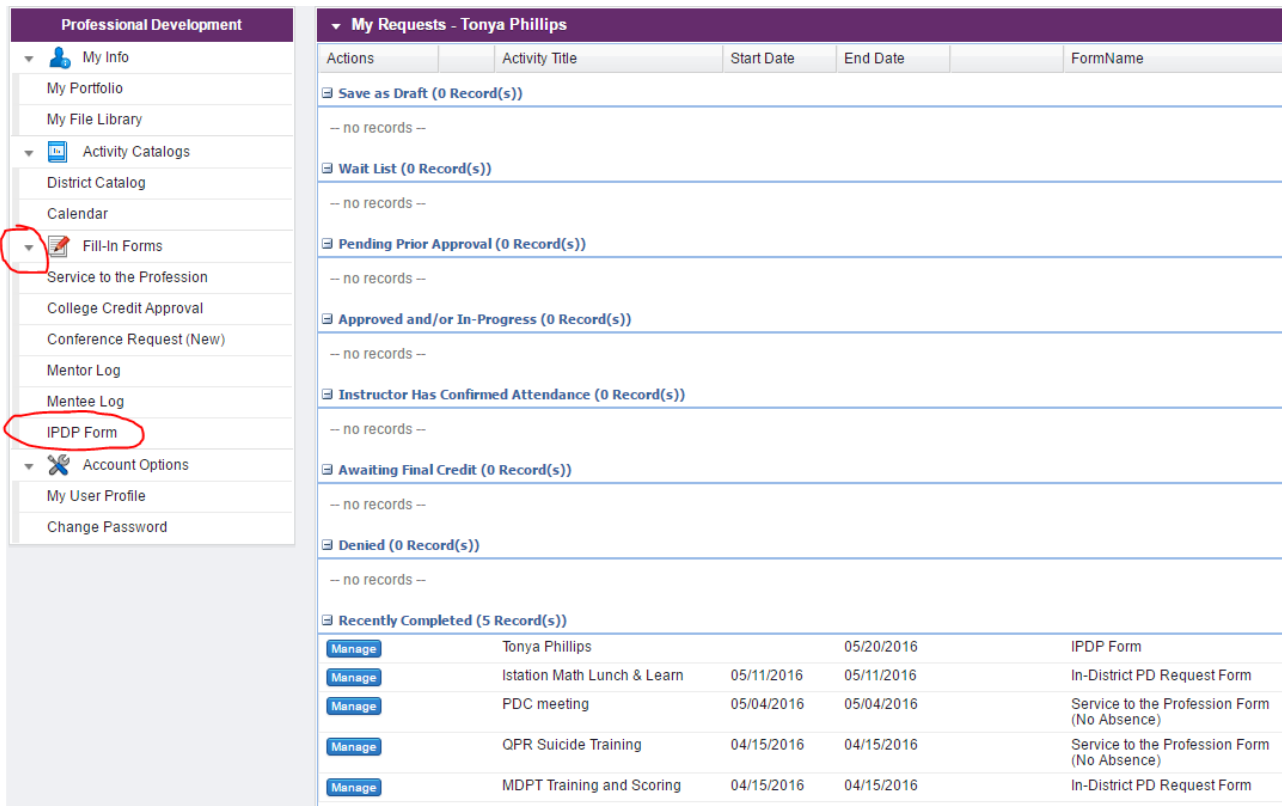
The screenshot shows the website for Tonganoxie USD 464. The browser window title is "Tonganoxie USD 464 - Index - Windows Internet Explorer provided by USD 464 Tonganoxie". The address bar shows "http://www.tong464.org". The website has a red header with the district logo and navigation links. A dropdown menu is open over the "My Learning Plan" link in the main navigation bar. The dropdown menu contains the following items: Skyward Login, United Streaming, My Learning Plan (highlighted), Empowered Desktop, District Curriculum, Secured Site, and SkyPort (all Skyward Login). The main content area features a "Current News" section with a "School Start and End Times for 2011-2012" table. The table lists times for THS (7:45-8:00), TMS (7:55-3:10), and TES (8:10-3:25). Below the table, there is a "Calendars" section with a link to an amended calendar for the 2011-2012 academic year.

School	Start Time	End Time
THS	7:45-8:00	
TMS	7:55-3:10	
TES	8:10-3:25	



CREATING YOUR IPDP

- On the left side of the page, click the “twisty” (triangle) by Fill In Forms.
- Click on IPDP Form.



Professional Development

- My Info
- My Portfolio
- My File Library
- Activity Catalogs
 - District Catalog
 - Calendar
 - Fill-In Forms (twisty triangle)
 - Service to the Profession
 - College Credit Approval
 - Conference Request (New)
 - Mentor Log
 - Mentee Log
 - IPDP Form (circled)
- Account Options
 - My User Profile
 - Change Password

My Requests - Tonya Phillips

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (0 Record(s))				
-- no records --				
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				
Awaiting Final Credit (0 Record(s))				
-- no records --				
Denied (0 Record(s))				
-- no records --				
Recently Completed (5 Record(s))				
Manage	Tonya Phillips		05/20/2016	IPDP Form
Manage	Istation Math Lunch & Learn	05/11/2016	05/11/2016	In-District PD Request Form
Manage	PDC meeting	05/04/2016	05/04/2016	Service to the Profession Form (No Absence)
Manage	QPR Suicide Training	04/15/2016	04/15/2016	Service to the Profession Form (No Absence)
Manage	MDPT Training and Scoring	04/15/2016	04/15/2016	In-District PD Request Form



CREATING YOUR IPDP

- Fill out the form
- Use 5/20/2017 as the expiration date
- Check ALL goals
- Submit (never save as draft)

Annual Individual Professional Development Plan

Use this form to submit your individual professional development plan.

Personal/IDP Information

Name

Teaching Assignment

Degree Information

End Of School Date for the Year to which this IDP Applies

Expiration Date

Select the School District

District

If not on list, enter here


Listed below are my goals for professional development.

These goals focus on increasing my knowledge, skills, and implementation related to improvement/support of student learning.

Personal Goal Information

Personal Goal #1

Personal Goal #2

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FORMS ON MY LEARNING PLAN

- Forms you will use on My Learning Plan include:
 - Service to the Profession
 - College Credit Approval
 - Conference Request
 - Mentor/Mentee Logs



SERVICE TO THE PROFESSION FORM

- Committees (*outside the district*)
- Professional Organizations (*KNEA, KLFA, etc.*)
- Supervising a preservice 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!



COLLEGE CREDIT APPROVAL FORM

- 1 college credit = 20 professional development points
- My Learning Plan automatically converts college credits to points
- **CAUTION!!!** When selecting college courses, please get prior approval from the district office (Tonya Phillips), as KSDE does NOT approve all courses for relicensure!
- **CAUTION!!!** When selecting college courses, verify that the institution has been approved by KSDE. Check the KSDE website for the list of approved institutions OR call KSDE.



CONFERENCE REQUEST FORM

- Complete the Conference Request form for any conference, workshop, and inservice you attend that is **OUTSIDE** the district.
- Do this well in advance of the conference (AT LEAST 2 weeks prior to the conference), especially if you need to be registered for the conference or if you require a sub.
- If you need to be registered for the conference, be sure to include all registration info on the form or email to Ann Clark.
- Transportation (vans) can no longer be requested on My Learning Plan. You must fill out a paper van request and send to Melissa Ostermeyer.



KNOWLEDGE LEVEL POINTS

- 1 hour seat time = 1 point (knowledge level)
- Do NOT count lunch breaks in calculating hours.
- My Learning Plan automatically awards Knowledge Level points by the approval process.



APPLICATION LEVEL POINTS

(2 X KNOWLEDGE POINTS)

- To apply for Application Level points, once an activity has been Marked Complete, 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.

The screenshot displays a user interface for 'Professional Development'. The left sidebar contains a navigation menu with categories like 'My Info', 'Activity Catalogs', 'Fill-In Forms', and 'Account Options'. The main content area is titled 'Istation Math Lunch & Learn' and shows activity details, including a table of meetings and an approval status table. The 'Application Level' button in the 'Actions' section is circled in red, and a large orange arrow points to it from the right.

Professional Development

- My Info
 - My Portfolio
 - My File Library
- Activity Catalogs
 - District Catalog
 - Calendar
- Fill-In Forms
 - Service to the Profession
 - College Credit Approval
 - Conference Request (New)
 - Mentor Log
 - Mentee Log
 - IPDP Form
- Account Options
 - My User Profile
 - Change Password

Istation Math Lunch & Learn

Activity Details

Istation Math Lunch & Learn Dates: 05/11/2016
Status: Completed

1 Meeting(s)

#	Date	Time	Location	Sub	Sub Times
1.	Wed May 11, 2016	10:00 am to 2:00 pm	Greenbush Eudora	False	No Absence

Istation Math Lunch & Learn

Hours: 4.00 | Program: District Catalog | Form: Catalog Registration

Approval Status

#	Administrator	Approval Type	Comments	Status
1	Lyn Rantz	Pre-Approval		COMPLETE
2	Tonya Phillips	Pre-Approval		COMPLETE
3	Tonya Phillips	Final Approval		COMPLETE

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Actions

- View/Print Form
- Download Calendar File
- Print Certificate
- Revis Resubmit Form
- Application Level**

APPLICATION LEVEL POINTS

(2 X KNOWLEDGE POINTS)

- What am I doing now that is different than before?
- Application is: “I’ve attended a workshop, and now I want to **apply** what I learned in my classroom.”
- Filling out the form

Request for Application Level Points

Desc. of Project: What are you going to do?

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Desired Outcomes: What are the expected results?

Characters left 2048

Implementation Process: How will this happen?

Characters left 2048

What will be your Evidence? Please consult PDC Plan for assistance.

Characters left 2048



APPLICATION LEVEL POINTS

(2 X KNOWLEDGE POINTS)

- Filling out the form:
 - Example: *Attended a workshop on using the Promethean Board to create flipcharts*
- What are you going to do?
 - *I will create a flipchart on geometric shapes and use it to teach students to recognize and match geometric shapes.*
- What are the expected results?
 - *My students will use the Promethean Board to recognize and match shapes.*
- How will this happen?
 - *I will create the flipchart and use it in my lesson on geometric shapes. Students will use the Promethean Board to recognize and match shapes.*
- What will be your evidence?
 - *My evidence will be a copy of the flipchart activity/lesson.*



APPLICATION LEVEL POINTS

(2 X KNOWLEDGE POINTS)

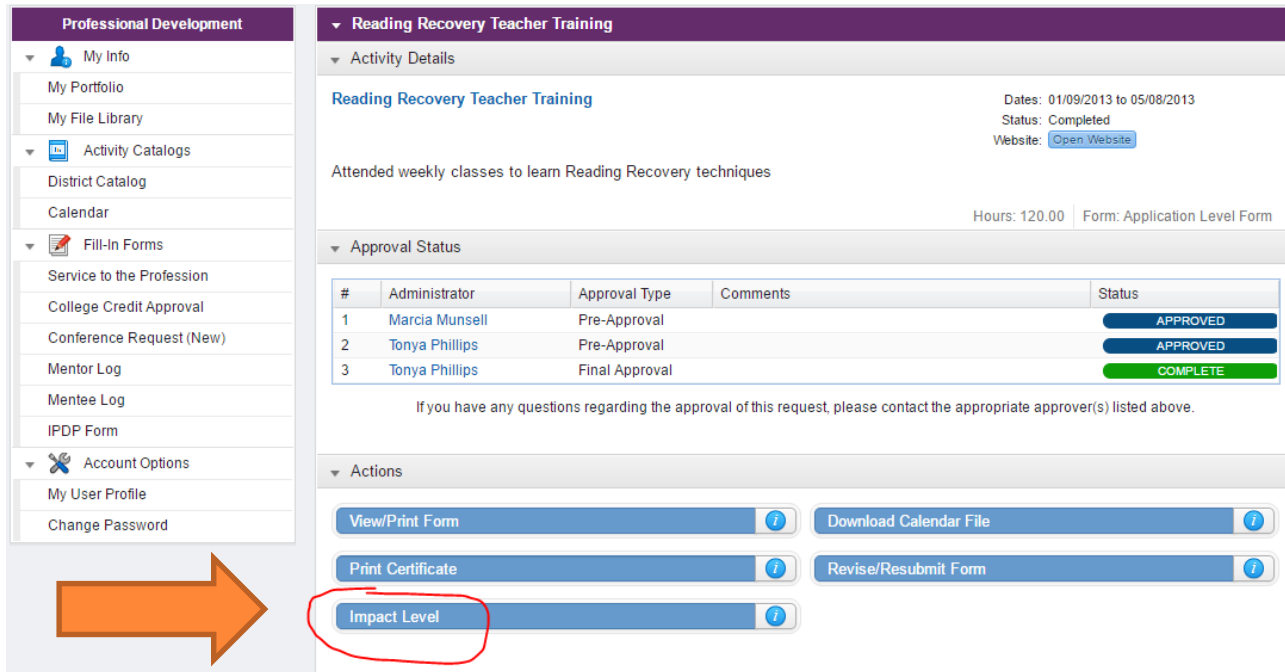
- To receive Application Level points, you must turn in a copy of your flipchart (evidence from the example) to your building PDC representative.
- The PDC will meet to review your evidence and will award points based on the evidence provided.



IMPACT LEVEL POINTS

(3 X KNOWLEDGE POINTS)

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



The screenshot displays a user interface for professional development. On the left is a navigation menu under 'Professional Development' with categories like 'My Info', 'Activity Catalogs', and 'Fill-In Forms'. The main content area shows details for 'Reading Recovery Teacher Training', including dates (01/09/2013 to 05/08/2013), status (Completed), and hours (120.00). Below this is an 'Approval Status' table with three rows: Marcia Munsell (Pre-Approval, APPROVED), Tonya Phillips (Pre-Approval, APPROVED), and Tonya Phillips (Final Approval, COMPLETE). At the bottom, an 'Actions' section contains several buttons: 'View/Print Form', 'Download Calendar File', 'Print Certificate', 'Revise/Resubmit Form', and 'Impact Level'. The 'Impact Level' button is circled in red, and a large orange arrow points to it from the left. A solid orange circle is also present in the bottom right corner of the slide.

#	Administrator	Approval Type	Comments	Status
1	Marcia Munsell	Pre-Approval		APPROVED
2	Tonya Phillips	Pre-Approval		APPROVED
3	Tonya Phillips	Final Approval		COMPLETE


IMPACT LEVEL POINTS (3 X KNOWLEDGE POINTS)

- How has student performance improved? What's changed about the program/my teaching?
- Impact is: “I’ve attended a workshop and applied what I learned in my classroom. I can now show the positive **impact** on student achievement or behavior over an extended period of time (at least a semester).”
- Filling out the form




Request for Impact Level Points


What is the expected impact?

Characters left 2000 


What are you going to do?

Characters left 2000 

How are you going to assess the current level of student performance/behavior?

Characters left 2000 

How are you going to assess the level of student performance/behavior after implementation?

Characters left 2000 



IMPACT LEVEL POINTS

(3 X KNOWLEDGE POINTS)

- Filling out the form:
 - Example: *Attended a workshop on using the Promethean Board to create flipcharts and applied it in my class*
- What is the expected impact?
 - *My students will improve recognition of geometric shapes by 80% or better after using the Promethean Board flipcharts on geometric shapes.*
- What are you going to do?
 - *I will create a flipchart on geometric shapes and use it to teach students to recognize and match geometric shapes.*
- How are you going to assess the current level of student performance/behavior?
 - *I will give my students a pretest to assess their level of recognition of geometric shapes PRIOR to using the Promethean Board.*
- How are you going to assess the level of student performance/behavior after implementation?
 - *I will give my students a posttest to assess their level of recognition of geometric shapes AFTER utilizing the Promethean Board.*
- How will the results be shared?
 - *My evidence will be pre and posttest results.*



IMPACT LEVEL POINTS

(3 X KNOWLEDGE POINTS)

- To receive Impact Level points, you must turn in a copy of your pre and posttest results (evidence from the example) to your building PDC representative.
- The PDC will meet to review your evidence and will award points based on the evidence provided



PDC INFORMATION

- The PDC will meet at least 1 time per semester to award Application and Impact points.
- All evidence must be turned in to your building PDC representative PRIOR to the PDC meeting.
- The Impact Form will not become active until after the Application Form is Marked Complete. Therefore, you will not be able to submit both Application and Impact points at the same time.



PDC INFORMATION- PDC REPRESENTATIVES

○ Chair

- Tonya Phillips

○ TES

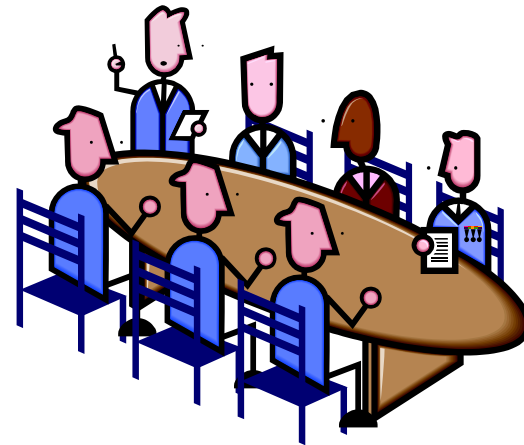
- Jill Conrad
- Chris Coulter
- Deanna Sittner

○ TMS

- Mary Bartels
- Shelly Scates
- Amber York

○ THS

- Cathy Cox
- Amy Johnson
- Kim Swearngin



IMPORTANT INFORMATION

- Points earned within your 5 year license period count toward license renewal.
- You do NOT have to complete Application and Impact points within your 5 year license period.
- 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.
- 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!**



QUESTIONS?

