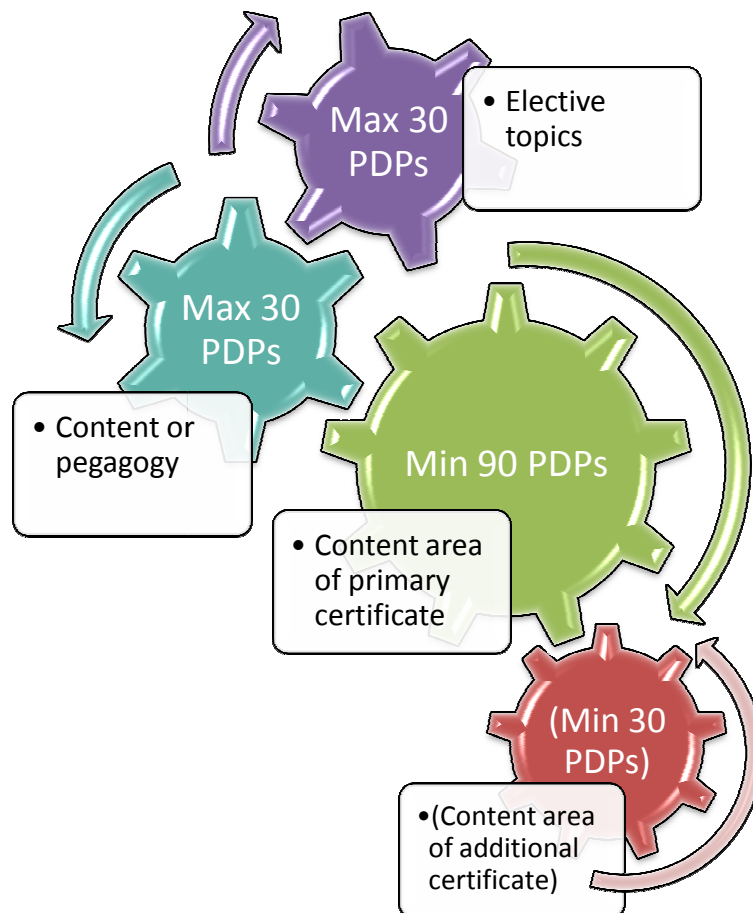


## Summary of Recertification Guidelines for holders of a Professional License \*

### *Requirements to recertify*

- Develop an Individual Professional Development Plan (IPDP) “that describes eligible activities that will lead to recertification within a given five-year cycle. The plan must focus on the goals that strengthen content and professional skills to improve student learning.”
- IPDPs must include 150 PDPs with the following conditions:
  - Minimum of 120 points must be in the content/pedagogy of primary area and a minimum of 90 points of that 120 must be in content.
  - To be counted, a topic must have a minimum of 10 hours.
- For each additional certification area to be renewed, add 30 PDPs in that content area.
- IPDP must receive initial approval by supervisor within three months of certificate issuance.
- IPDP must have supervisor’s final approval and endorsement prior to submitting application for recertification.



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| Type of Activity  | PDPs awarded   | Max PDPs allowed   |
|---|--|--------------------|
| <b>University courses</b>   |  |                    |
| Upper-level undergraduate course (content is familiar to the educator)  | 1 semester hour = 15 PDPs  |                    |
| Upper-level undergraduate course (content is substantially new to the educator)   | 1 semester hour = 22.5 PDPs  |                    |
| Lower-level graduate course   | 1 semester hour = 15 PDPs  |                    |
| Graduate-level course   | 1 semester hour = 22.5 PDPs  |                    |
| Audited undergraduate or graduate course  | 1 semester hour = 7.5 PDPs   |                    |
| Instructor of a graduate-level course   | 1 semester hour = 7.5 PDPs   |                    |
| <b>Massachusetts Department of Education program</b>  |  |                    |
| Mass. Department of Education sponsored program totaling at least 10 hours with pre- and post assessment and follow-up component  | 1 clock hour = 1.5 PDPs  |                    |
| <b>School district sponsored programs</b>   |  |                    |
| Inservice program focused on professional knowledge and skills in content areas <ul style="list-style-type: none"> <li>• minimum 10 hours on a topic</li> <li>• written or other documentable product demonstrating learning</li> </ul> | 1 PDP per clock hour   |                    |
| Mentoring <ul style="list-style-type: none"> <li>• Apply PDPs toward pedagogy or elective points</li> </ul>   | 1 PDP per contact hour   | 15 per year        |
| Peer coaching <ul style="list-style-type: none"> <li>• Apply PDPs toward pedagogy or elective points</li> </ul>   | 1 PDP per contact hour   | 15 per year        |
| Peer assistance and review programs <ul style="list-style-type: none"> <li>• Apply PDPs toward pedagogy or elective points</li> </ul>   | 1 PDP per contact hour   | 15 per year        |
| Cooperating teacher <ul style="list-style-type: none"> <li>• Apply PDPs toward pedagogy or elective points</li> </ul>   | 1 PDP per contact hour   | 15 per year        |
| National Board of Professional Teaching Standards <ul style="list-style-type: none"> <li>• Points awarded after successful completion</li> </ul>  | 120 PDPs broken down as: <ul style="list-style-type: none"> <li>• 30 in content</li> <li>• 60 in pedagogy</li> <li>• 30 in elective</li> </ul> | 120                |
| Accreditation or Inspection team member   | 1 PDP per contact hour   | 30 in 5-year cycle |
| Accreditation or Inspection – school faculty member preparing for visit   | 1 PDP per contact hour   | 30 in 5-year cycle |

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| Type of Activity  | PDPs awarded  | Max PDPs allowed                                       |
|---|---|--|
| <b>Educator Designed Activities that result in a professional product</b>   |   |  |
| Attendance at a professional conference   | <b>No PDPs are awarded.</b><br><br>PDPs can be earned by extending learning through development of a school-based activity or curriculum, or by publishing written material as described below. |  |
| Presentation at a professional conference <ul style="list-style-type: none"> <li>Awarded for 1<sup>st</sup> presentation in a 5-year cycle</li> </ul>   | 30 PDPs   | 30 in 5-year cycle                                     |
| School-based activity <ul style="list-style-type: none"> <li>Develop and implement an activity for students, parents or teachers that incorporates the learning standards of the curriculum frameworks.</li> <li>Must be distributed or implemented within a local school, district or university.</li> </ul> | 1 PDP per clock hour  | 30 in 5-year cycle                                     |
| Developing and presenting a minimum of 3 separate sessions in a professional development series   | Receive twice the number of PDPs given to participants<br><br>Min 10 PDPs, Max 24 PDPs  | 24 the first time training is provided in 5-year cycle |
| Authoring a new curriculum unit that is published in a school or district guide or formally shared in other ways  | 15 PDPs per curriculum unit   | 60 in 5-year cycle                                     |
| Doctoral dissertation   | 90 PDPs   | 90 in 5-year cycle                                     |
| Master's or CAGS thesis   | 45 PDPs   | 45 in 5-year cycle                                     |
| Authoring book  | 90 PDPs per book  | 90 per book  |
| Author professional journal articles or chapters in a professional book   | 30 PDPs per chapter or article  | 30 per chapter or article                              |
| Published results of action research  | 30 PDPs   | 30 in 5-year cycle                                     |

For complete regulations, please refer to the Massachusetts Department of Education "Recertification Guidelines for Massachusetts Educators" available at <http://www.doe.mass.edu/recert/2000guidelines/guidelines.pdf>.

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