

OPTION/MODEL <ul style="list-style-type: none"> • Individually Guided 	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
National Board of Professional Standards Certification Program	Up to 180 contact hours	60 contact hours for candidates completing the process but not getting the NBPTS certificate OR 180 contact hours for those receiving the NBPTS certificate	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of the National Certificate or documentation for the candidate completing but not earning the certificate
Master Teacher Certification	Up to 60 contact hours	20 contact hours for candidates completing the process but not getting the Master Teacher Certificate OR 60 contact hours for those receiving the Master Teacher Certificate	Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of the Master Teacher Certificate or documentation for the candidate completing but not earning the certificate
Renewal of Master Teacher Certification	Up to 30 contact hours	10 contact hours for candidates completing the renewal process but not getting the Master Teacher Certificate OR 30 contact hours for those receiving the renewal of the Master Teacher Certificate	Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of the Master Teacher Certificate renewal or documentation for the candidate completing the renewal but not re-earning the certificate
Publication or original workbook, journal article, software, research, curriculum unit, portfolio	1 clock hour = 1 contact hour	60 contact hours	Production of tangible product that enhances teaching and learning	Copy of book, article, software package, report on reflection of learning, documentation of clock hours for preparation.

OPTION/MODEL <ul style="list-style-type: none"> • Individually Guided (cont.) 	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
Grant Writing	1 clock hour = 1 contact hour	60 contact hours	Copy of grant proposal	Copy of grant proposal, documentation of clock hours for planning and preparation, and reflection on learning.
Video Recording	1 clock hour = 1 contact hour	60 contact hours	Reflective journal of observations and action plan. Contact hours documented.	Recordings and journal with suggested/goals of improvement

OPTION/MODEL • Training	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
Professional Development Presentation (teaching a course, a seminar, an adult vocational or technical course)	1 clock hour = 3 contact hour (preparation and presentation)	30 contact hours	Must be a new presentation and not part of the job assignment. The same course may be submitted twice each license/certification cycle.	Course announcement and syllabus
College/university course for credit or seminar for credit	1 quarter hour = 20 contact hours 1 semester hour = 30 contact hours	Unlimited	Coursework must be in education or in a content area directly related to the individual's teaching assignment/certification area.	Official transcript
Professional Conferences	1 clock hour = 1 contact hour	90 contact hours	May include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance or effectiveness	Certificate with documentation of contact hours
Professional Workshops/ Webinars	1 clock hour = 1 contact hour	90 contact hours	Same as Conferences	Certificate with documentation of contact hours
District/County Inservices	1 clock hour = 1 contact hour	90 contact hours	Same as Conferences	Certificate with documentation of contact hours

OPTION/MODEL <ul style="list-style-type: none"> Improvement Project 	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
Curriculum Unit Process	1 clock hour = 1 contact hour	60 contact hours	Production of a tangible product that enhances teaching and learning	Curriculum unit, reflection on learning. Documentation of hours served.
Curriculum Development	1 clock hour = 1 contact hour	30 contact hours	Must be serving on a formal committee organized by an educational agency or organization	Copy of the final document, reflection on learning. Documentation of hours served.
Professional Reading or Study Group/ Professional Podcast	1 clock hour = 1 contact hour	30 contact hours	Subject area must be related to individual's area of specialization	Reflective journal or action plan of report or video
OPTION/MODEL <ul style="list-style-type: none"> Inquiry Model 	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
Action research or education project	1 clock hour = 1 contact hour	60 contact hours	Project must have prior approval by LPDC	Copy of the final product or report of the project, reflection of learning. Documentation of hours served.
Professional Committee	1 clock hour = 1 contact hour	30 contact hours	Must be served on a formal committee organized by an educational agency or organization. Must contribute to the education profession or add the body of knowledge in the individual's specified field	Completed Professional Development Activity sheet or Certificate provided by agency with documentation of contact hours

OPTION/MODEL <ul style="list-style-type: none"> • Observation/ Assessment 	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
Peer Coaching	1 clock hour = 1 contact hour	40 contact hours Both participants are eligible	Each session must include a pre-observation discussion, observation, and follow-up discussion. Reflective journal of observation and action plan. Contact hours documented.	Summary of action plan along with a summary of reflective journal and action plan. Documentation of hours served.
Mentoring	30 contact hours per year	90 contact hours Both participants are eligible	Formal district/school mentoring program	Certificate with documentation of contact hours.
Cooperative teacher for student teacher	5 contact hours per calendar week	60 contact hours	Formal college program. Ongoing reflective journal through placement period.	Documentation from college.
Visitation	1 clock hour = 1 contact hour	30 contact hours	Reflective journal of observations. Contact hours documented.	Completed Professional Development Activity sheet and log of observations times documented.