

OPTION/MODEL	CONTACT HOUR VALUE	MAXIMUM CONTACT HOURS	CRITERIA	VERIFICATION
1. Individually guided 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 individuals 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 candidate not completing the certificate.
Publication or original work book, journal article, software, research, curriculum unit, portfolio	1 clock hour = 1 contact hour	60 contact hours	Production of a tangible product that enhances teaching and learning	Copy of book, article, software package, report reflection on learning, documentation of clock hours for preparation.
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, reflection on learning.
Video Taping	1 clock hour = 1 contact hour	60 contact hours	Reflective journal of observations and action plan. Contact hours documented	Tape and journal of assessment with suggested improvement

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2. Training Professional Development (teaching a course, a seminar, an adult vocational or technical course) professional presentation	1 clock hour = 3 contact hours (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 in each license/certification cycle.	Course announcement and our syllabus
College/university – course for credit seminar for credit	1 qtr. hour = 20 contact hours 1 sem. hour = 1½ qtr. hours 1 sem. 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 or original grade report
Professional conference	1 clock hour = 1 contact hour	60 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.	Documentation of contact hours
Professional workshop	1 clock hour = 1 contact hour	60 contact hours	Same as conference	Documentation of contact hours
District/County Inservices	1 clock hour = 1 contact hour	90 contact hours	Same as conference	Documentation of contact hours

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3. INVOLVEMENT IN IMPROVEMENT PROJECT				
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.
Professional reading or study group	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.
4. Inquiry Model				
Action research or education project	1 clock hour = 1 contact hour	60 contact hours	Project must have prior approval by LPDC	Copy of final product or report of the project, reflection on learning.
Professional committee	1 clock hour = 1 contact hour	30 contact hours	Must be service on a formal committee organized by an educational agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field	Completed Professional Development Activity Sheet

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5. OBSERVATION/ ASSESSMENT				
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 plan along with a summary of reflective journal and journal
Mentoring	30 contact hours per year	90 contact hours Both participants are eligible.	Formal district/school mentoring program	Must include a statement of authorization from a supervisor, ongoing reflective journal and contract hours documented.
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 and action plan. Contract hours documented.	Completed Professional Development Activity Sheet