



Mt. Pleasant Public Schools
720 N. Kinney Avenue~Mt. Pleasant, MI 48858



Professional Development Records & Documentation

Dear Mt. Pleasant Public School Educators:

PROFESSIONAL DEVELOPMENT LOGS are due on, or before, the LAST DAY of school.

There are a few updates to this process that hopefully will help you as you prepare for this documentation.

Beginning Teachers Professional Development (First Three Years of Teaching)

If you are a teacher in your first three years of employment, we are required to document your PD in the **REP** (Registry of Educational Personnel). The categories used in the **REP** are:

REP Category (1)~ Classroom Management	REP Category (2)~ Instructional Delivery Strategies
ENGAGE Engage Students NORMS Norms for Social Interaction PEER Peer Coaching STUDENT Student, Parent, Community Communication	BEST Best Practices DESIGN Designing Effective Lessons DIFF~INS Differentiating Instruction GROWTH Growth/Assessment Strategies REM/EXT Remediation and Extend

This is the link to the [Beginning Teacher Professional Development Log](#):

Teachers in their first three years of teaching should use this document to guide the submission of their PD hours. Please indicate which **REP** category best fits the PD. For example: Rep Category #2~Growth. Teachers in their first three years of teaching should also work closely with their mentor and building administrator to ensure that they are receiving 15 days *additional* professional development over the course of those three years. These days are in addition to the five days the district provides to all teachers.

Experienced Teacher Professional Development Records

As an experienced teacher (4+ years), the **REP** codes are not necessary to code your professional development, however we are required to collect documentation of your professional development.

This is the link to the [Experienced Teacher Professional Development Log](#):

****You may staple your own PD spreadsheet to the Experienced Teacher Professional Development Log. Complete the demographics and signature portions, and state: *See Attached* for your PD records.**

There are 22 Professional Development categories in the MOECS system that you should be aware of, particularly if you are using DPPD for certificate renewal. The district does not need to use the MOECS descriptors since individual teachers interested in certificate renewal have to enter the information themselves. An accurate description of your PD, and the related category from MOECS will help you ensure that your "PD" counts toward certificate renewal.

****If you are not using DPPD for certificate renewal, the MOECS category is not necessary.****

**CATEGORIES OF PROFESSIONAL DEVELOPMENT IN
MICHIGAN ONLINE EDUCATOR CERTIFICATION SERIES (MOECS)**

<ul style="list-style-type: none"> ★ Adjusting instruction for students with special needs ★ Adjusting instruction for English Language Learners (ELL) ★ Adjusting instruction for young children with developmental delays ★ Assessment strategies ★ Blended/online instruction ★ Content specific to grade level ★ Cooperative learning ★ Cross curriculum integration ★ Cultural awareness ★ Curriculum revision and alignment across grades 	<ul style="list-style-type: none"> ★ Engaging and motivating students ★ Incorporating technology into instruction ★ Pedagogy specific to content ★ Preparing to be a mentor ★ Preparing to teach Advanced Placement or Dual Enrollment courses ★ Reading in the content area ★ Response to Intervention (RTI or MTSS) ★ Responding to inappropriate student behavior ★ School Improvement Planning ★ Using data to adjust instruction ★ Writing across the curriculum ★ Differentiated instruction
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<p><u>School District Responsibility</u> To <u>provide</u> Professional Development MCL Sections 3870.1526 and 1527</p>	<p><u>Teacher's Responsibility</u> To keep track of and apply for appropriate certification advancement or renewal.</p>
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Tips:

- Keep a file of your PD for each year. For example, save staff meeting agendas/take notes, conference agendas/notes, and PLC agendas and notes. Depending on the topic and depth of other meetings the topic may qualify as PD.
- Make sure to sign-in at all Staff Meetings and/or large district PD day events.
- Put detailed notes in WillSub, under "District Notes" when you are out of the classroom. Whether it is a School Business Day, or a Professional Day, it can count as DPPD if it relates to one of the categories above.
- Here are a few other helpful resources that describe Professional Development Requirements:

District Provided Professional Development Record for Certificate Renewal.

http://www.michigan.gov/documents/mde/DPPD_RECORD_FOR_CERT_552687_7.pdf

What Counts? What Doesn't Count? Professional Development Chart of Examples

http://www.michigan.gov/documents/mde/Professional_Learning_Guidelines_555999_7.pdf

Link to MDE: Education Related Professional Learning

http://www.michigan.gov/documents/mde/Education_Related_Professional_Learning_604294_7.PDF

Link to MDE: DPPD: Logging into MOECS

http://www.michigan.gov/documents/mde/Logging_your_DPPD_into_MOECS_Eblast_Attachment_2014-8-5_465612_7.pdf

Link to MDE: Recertification Reminder

http://www.michigan.gov/documents/mde/Recert_Reminder_608061_7.pdf

If you have any questions, please don't hesitate to contact me!

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