Professional Development Activities Requirements

Professional development activities will be eligible for credit if they meet the criteria established by the Orange Schools Local Professional Development Committee as described in the matrix below. Furthermore, all professional development activities must focus on at least one of the <u>Professional Development Domains</u> (click here to see the list).

Activity Categories	Maximum Contact Hours Allowed for Activity within Category	Verification Requirements	Criteria and Additional Information
College course	None	Official transcript	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better or a "P" in a pass/fail course. Coursework must be in education or in a content area directly related to the individual's teaching assignment. 1 semester credit equals 30 contact hours 1 quarter credit equals 20 contact hours
Professional conference, workshop, seminar, academy	None	Certificate of attendance or transcript and copy of conference agenda with description of content	Certificate of attendance or transcript must include date, number of contact hours, and signature of official from sponsoring organization. Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Must enhance educator's work in the profession or contribute to educator's specialization.

Presenter at professional conference, workshop, academy	10	Log and copy of presentation	May be used for the first presentation only.
Educational projects (i.e. TAG, curriculum development)	40	Log and copy of final product	Curriculum development must be pre-approved by the Director of Educational Programming.
District-, building-, grade-, or department-level committees, groups, or teams	20	Log	These activities require pre-approval and completion of the Professional Committee Form (previously called Form 7203).
Grant writing	20	Log and copy of grant proposal	Contact hours are not dependent on the awarding of the grant.
Self-directed professional development (educational reading, research, travel, etc.)	10	Log and reflective summary	Must enhance the individual's work in the profession or contribute to the teacher's area of specialization.
Publication of original work	60 per book 30 per article	Log and copy of publication	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
Teacher of college course	30 per semester 20 per quarter	Syllabus and course description	May be used for the first time teaching a course.
Mentor of new teacher or student teacher	30 per year 15 per semester	Log	Mentoring student teacher requires copy of university document that lists starting and stopping dates and number of contact hours required.