



LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
Equivalent Activities Option Chart
Contact Hour Maximums

Group A – College Course Work

Group	Activity	Maximum Value	Activity Value	Documentation	Criteria
A	College/University Course	No Limit	1 semester = 30 contact hours	Official Transcripts	Must be related to IPDP

Group B – Workshops and Conferences

Group	Activity	Maximum Value	Activity Value	Documentation	Criteria
B	Workshop/Professional Development/Conference Provided by an outside organization or MEVSD	No Limit	1 clock hour = 1 contact hour	Certificate of Attendance that identifies number of hours	Certificate of Attendance issued by outside organization/District approved facilitator* Must be related to IPDP

Group C – District Activities

Group	Activity	Maximum Value	Activity Value	Documentation	Criteria
C	Resident Educator Mentor Program	60 contact hours per license	20 contact hours per school year	Certificate of Attendance that identifies number of hours	Certificate of Attendance will be issued by District approved facilitator* Must be related to IPDP
C	Committees : Examples: -Curriculum -School Improvement -LPDC -Continuous Improvement Plan -Negotiation Team -Other Approved by District	40 contact hours license (per activity)	20 contact hours per school year (per activity)	Certificate of Attendance that identifies number of hours	Certificate of Attendance will be issued by District approved facilitator* Must be related to IPDP

Group D – Individual Activities

Group	Activity	Maximum Value	Activity Value	Documentation	Criteria
D	National Board Certification	180 contact hours per license	180 contact hours for completion or % of 180 contact hour for participation without completion – depending on progress	Valid National Certificate or “MEVSD Other Activity Request” form as the Certificate of Attendance that identifies number of hours with Time Log for % of completion	“MEVSD Other Activity Request” form issued by District approved facilitator* Final Report and Must be related to IPDP
D	Master Teacher Designation	60 contact per license (earned with initial master teacher)	60 contact hours for completion (earned with initial master teacher) Nothing awarded if designation not completed or earned	Certificate of Attendance that identifies number of hours	Certificate of Attendance will be issued by District Chairperson of Master Teacher Committee Must be related to IPDP
D	Teaching a College Course or Workshop for Educators	60 contact per license	20 contact hours per school year	“MEVSD Other Activity Request” form as the Certificate of Attendance that identifies number of hours Time Log/Agenda	“MEVSD Other Activity Request” form issued by District approved facilitator* Final Report and Must be related to IPDP Only earned <i>first</i> time teaching the course
D	Professional Presentation	40 contact hours per license	20 contact hours per school year	“MEVSD Other Activity Request” form as the Certificate of Attendance that identifies number of hours Time Log/Agenda	“MESVD Other Activity Request” form issued by District approved facilitator* Final Report Must be related to IPDP Only earned <i>first</i> time presentation
D	Cooperating Teacher for a Student Teacher Cooperating Teacher for HS student (Teacher Academy)	40 contact hours per license 20 contact hours per License	20 contact hours per school year 10 contact hours per school year	“MEVSD Other Activity Request” form as the Certificate of Attendance or a Certificate of Attendance that identifies number of hours Time Log/Agenda	“MEVSD Other Activity Request” form issued by District approved facilitator* Final Report and Must be related to IPDP
D	Officer of Professional Organization	40 contact hours per license	20 contact hours per school year	“MEVSD Other Activity Request form as the Certificate of Attendance that identifies number of hours Time Log/Agenda	“MEVSD Other Activity Request” form issued by District approved facilitator* Final Report and Must be related to IPDP
D	Publication	40 contact hours per license	40 contact hours for a book 10 contact hours an article	“MEVSD Other Activity Request” as the Certificate of Attendance that identifies number of hours Time Log/Agenda	“MEVSD Other Activity Request” Form issued by District approved facilitator* Final Report and Must be related to IPDP
D	Other Individual Educational Project/Activity	40 contact hours per license (per activity)	20 contact hours per school year (per activity)	“MEVSD Other Activity Request” form as the Certificate of Attendance that identifies number of hours Time Log/Agenda	“MEVSD Other Activity Request” form issued by District approved facilitator* Final Report and Must be related to IPDP