Equivalent Activities Guidelines

Activity	Maximum Contact Hours (per licensing cycle)	Verification	Criteria	Recommended Timeline
College courses	No limit	Transcript	Must be related to IPDP goals *Must be from an accredited university	Uploaded by May 1 of SY earned
Workshops / Webinars / Conferences Public Works online training and mandatory district PD	No limit	Certificate of attendance	Must be related to IPDP goal or mandated by the district or other governing body.	Uploaded by May 1 of SY earned.
Mentoring	60	Activity verification form and/or Time Log	Mentor of teacher or administrator in Entry Year Program Must be related to IPDP goal	Uploaded by May 1 of SY earned.
Curriculum / Assessment Committee	60	Activity verification form and/or Time Log	Service on local, county, state, or national formal committees. Must be related to IPDP goal	Uploaded by May 1 of SY earned.
Professional / District/ School Committee	60	Activity verification form and/or Time Log	Service on school, district, local, county, state, or national formal committee. Must be related to IPDP goal	Uploaded by May 1 of SY earned.
PLC(TBT), Staff meetings, Building Book Studies	90	Activity verification form and Time Log	Must contribute to the education profession for the purpose of increasing student achievement.	Uploaded by May 1 of SY earned.
Grant Writing	60	Activity verification form and Time Log	Not dependent on award of grant. Planning and preparation only, not for management of grant. Must be related to IPDP goal	Uploaded by May 1 of SY earned.
Formal Presentation to Peers or Dissemination of professional information Professional Knowledge	90	Program / Agenda or Copy of published article/ book or Activity verification form and/or Time Log	Must contribute to the education profession. Must be related to IPDP goal	Uploaded by May 1 of SY earned.
Peer Observation	10	Activity verification form and/or Time Log and reflection	Must be related to IPDP goal(s)	Uploaded by May 1 of SY earned.
Cooperating teacher for a student teacher	60	Activity verification form and/or Time Log	Must be related to IPDP goal	Uploaded by May 1 of SY earned.