

# Appendix A

## *Guidelines for Educators with Massachusetts Standard Certificates*

Each educator will develop an Individual Professional Development Plan that describes eligible activities that will lead to recertification within a given five-year cycle. The plan must focus on goals that strengthen content and professional skills to improve student learning.

*Educators with standard certificates issued or renewed after December 1, 1999* must develop Individual Professional Development Plans that include 150 PDPs. At least 120 PDPs must be in the content area of the certificate or in pedagogy directly related to the primary certificate, with at least 90 of these PDPs in the content area of the primary certificate. Educators working in Massachusetts public schools must get initial approval of their professional development plans from their supervisors. The supervisor shall approve the plan if 120 of the content and pedagogy PDPs are consistent with school and district educational improvement goals. A minimum of 10 PDPs must be earned in a specific topic to count toward recertification. Educators must include their supervisor's endorsement of the complete professional development plan in their application for recertification. Professional development plans must include an additional 30 PDPs in the content area of each additional certificate to be renewed.

Standard Certificate Date of Issue or Renewal	PDPs Required (Effective December 1, 1999)	Plan Approval by Supervisor
After 12/01/99	<ul style="list-style-type: none"> <li>• 150 PDPs for primary area Minimum of 120 points must be in the content/pedagogy of primary area and a minimum of 90 points of that 120 must be in content Minimum of 10 hours in a topic</li> <li>• Each additional area must have 30 points in content</li> </ul>	<ul style="list-style-type: none"> <li>• Must receive initial approval within three months of issuance  OR</li> <li>• Must receive initial approval by 6/30/00, whichever is later</li> <li>• Must obtain final approval and supervisor's endorsement prior to submitting application for recertification</li> </ul>

*Educators with standard certificates issued prior to October 1, 1994 that were required to be renewed by June 18, 1999 or with standard certificates issued between June 18, 1999 and December 1, 1999* must develop Individual Professional Development Plans that include 120 PDPs. Educators must receive initial approval of their plan by their supervisor by June 30, 2000. PDPs earned before initial approval may be credited toward recertification, provided that no more than 60 PDPs are outside of areas directly related to the content and skills of the primary certificate and that a minimum of 4 PDPs are earned in a specific topic. At least 80% of the PDPs earned after initial approval must be in the content area or pedagogy related to the primary certificate and directly related to school and district improvement goals. Further, at least 60% of these PDPs must be in the content area of the certificate and a minimum of 10 PDPs must be earned in a specific topic to count the PDPs toward recertification. Educators must include their supervisor's endorsement of the complete professional development plan in their application for recertification. For their next round of recertification, these individuals must earn 150 PDPs as required of certificates issued or renewed after December 1, 1999. **Professional development plans must include an additional 30 PDPs in the content and skill for each additional certificate to be renewed.**

Standard Certificate Date of Issue or Renewal	PDPs Required (Effective December 1, 1999)	Plan Approval by Supervisor
<p>6/18/99 through 12/1/99</p> <p>(Great majority of veteran educators)</p> <p>OR</p> <p>Prior to 10/01/94 subject to renewal by 6/18/99</p>	<ul style="list-style-type: none"> <li>• 120 PDPs for primary area</li> </ul> <p><b>AFTER INITIAL PLAN APPROVAL</b></p> <p>Minimum 80% of points must be in content/pedagogy of primary area</p> <p>Minimum 60% of points must be in content of primary area</p> <p>Minimum of 10 hours in a topic</p> <p><b>PRIOR TO PLAN APPROVAL</b></p> <p>Maximum of 60 points outside of content/professional skill may be used</p> <p>Minimum of 4 hours in a topic</p> <ul style="list-style-type: none"> <li>• Each additional area must have 30 points in content/professional skill</li> </ul>	<ul style="list-style-type: none"> <li>• Must receive initial approval by 6/30/00</li> <li>• Must obtain final approval and supervisor's endorsement prior to submitting application for recertification</li> </ul>

Standard Certificate Date of Issue	PDPs Required (Effective December 1, 1999)	Plan Approval by Supervisor
Prior to 10/1/94, applying for initial recertification before 12/31/01	<ul style="list-style-type: none"> <li>• 120 PDPs for primary area Minimum of 60 points in content/professional skill Minimum of 4 hours in a topic</li> <li>• Each additional area must have 30 points in content/professional skill</li> </ul>	<ul style="list-style-type: none"> <li>• Not required by law, but highly recommended by the Department of Education</li> </ul>

*Note:* Educators who were certified prior to October 1, 1994 and are applying for initial recertification before December 31, 2001 are subject to the same regulations as “*Educators with standard certificates issued between October 1, 1994 and June 17, 1999*” as described on page 16.

Standard Certificate Date of Issue	PDPs Required (Effective December 1, 1999)	Plan Approval by Supervisor
Prior to 10/1/94, applying for initial recertification after 12/31/01	<ul style="list-style-type: none"> <li>• 150 PDPs for primary area Minimum of 120 points must be in the content/pedagogy of primary area and a minimum of 90 points of that 120 must be in content Minimum of 10 hours in a topic</li> <li>• Each additional area must have 30 points in content</li> </ul>	<ul style="list-style-type: none"> <li>• Must receive initial approval within three months of beginning employment</li> <li>• Must obtain final approval and super- visor’s endorsement prior to submitting application for recertification</li> </ul>

*Note:* Educators who were certified prior to October 1, 1994 and are applying for initial recertification after December 31, 2001 are subject to the same regulations as “*Educators with standard certificates issued after December 1, 1999*” as described on page 13.

*Educators with standard certificates issued between October 1, 1994 and June 17, 1999* must develop Individual Professional Development Plans that include 120 PDPs. At least 60 of those PDPs must be in areas of content and professional skills of the educator's primary certificate. The remaining 60 points may be in areas of other educational issues and topics that improve student learning. A minimum of 4 PDPs must be earned in a topic for the PDPs to count toward recertification. Educators are encouraged, but not required, to obtain either initial approval or final endorsement of professional development plans from a supervisor. For their next round of recertification, these individuals must earn 150 PDPs as required of certificates issued or renewed after December 1, 1999. Professional development plans must include an additional 30 PDPs in the content and skill for each additional certificate to be renewed.

Standard Certificate Date of Issue	PDPs Required (Effective December 1, 1999)	Plan Approval by Supervisor
10/1/94 through 6/17/99	<ul style="list-style-type: none"> <li>• 120 PDPs for primary area Minimum of 60 points in content/professional skill Minimum of 4 hours in a topic</li> <li>• Each additional area must have 30 points in content/professional skill</li> </ul>	<ul style="list-style-type: none"> <li>• Not required by law, but highly recommended by the Department of Education</li> </ul>

*Educators with standard certification employed in schools other than Massachusetts public schools* need to develop an Individual Professional Development Plan and successfully complete the requisite number of PDPs as set forth in 603 CMR 44.05(2), 44.06(1), or 44.07(1) within a particular five-year validity period. Supervisor approval and endorsement of the plan is optional for educators who are not employed in a Massachusetts public school. The Department highly recommends educators seek such approval to ensure that the professional development activities in the plan are consistent with student and school goals.

*Educators who are not employed in schools* at the time that they apply for recertification shall submit their plans directly to the Department, without a supervisor's endorsement.