

**PUTNAM COUNTY EDUCATIONAL SERVICE CENTER**  
**LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE - Example Activities**  
 Please submit Tracking Form online at the conclusion of each activity  
 All Activities Must be Related to IPDP Goals

OPTION	MAX. contact HOURS/ SEMESTER HOURS	VERIFICATION	CRITERIA
<b>Local district requirements and inservice programs</b>	No limit	Certificate of Attendance	
<b>College courses</b>	No limit	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. Course work must be related to IPDP goals.
<b>Prof. Conferences, Workshops, institutes etc.</b>	No limit	Certificate of Attendance	Only time spent in sessions that are related to IPDP goals and contribute to the participant's knowledge, competence, performance, or effectiveness in education
<b>Mentoring</b>	20 contact hours per year and 40 contact hours per license cycle	Tracking Form	Mentor of teacher in Resident Educator Program or Approved University Program
<b>Cooperating Teacher</b>	20 contact hours per student and 40 contact hours per license cycle	Certificate or Copy of Evaluation	Supervisor of undergraduate student, graduate student, undergraduate intern, or student teacher.
<b>National Board of Professional Teaching Standards</b>	130 contact hours	Natl. Board Certificate or Activity Log for participation only	
<b>Curriculum Development</b>	60 contact hours per license cycle	Pre-Approval Form	Service on local, county, state, or national formal committee and related to IPDP goals
<b>Professional Committees (IPDP Goals)</b>	60 contact hours per license cycle	List of Meeting Dates	Service on local, county, state, or national committee, and related to IPDP goals.

<b>Grant Writing</b>	40 contact hours per license cycle	Pre-Approval Form	Not dependent on award of grant Hours for planning and preparation only, not for management of grant. Must be related to IPDP Goals
<b>Program/School Visit</b>	10 contact hours per license cycle	Pre-Approval Form	Must be related to IPDP Goals and approved by building principal.
<b>Publication of Original Work</b>	60 contact hours for book and 30 contact hours for article per license cycle	Pre-Approval Form Submission of Publication or Document	Must contribute to the education profession or add to the body of knowledge in the individual's specific field, and must be commercially published
<b>Peer Observation</b>	10 contact hours per license cycle	Pre-Approval Form	Not part of mentoring program, must include a statement of authorization from a supervisor, along with a summary of pre- and post- conference
<b>Teaching a College Course</b>	30 contact hours per license cycle	Pre-Approval Form	Must be related to IPDP goals. May be used for the first time teaching the course each license/certificate cycle.
<b>Professional Presentation</b>	30 contact hours per license cycle	Pre-Approval Form	Applies to the first presentation of a topic for each license cycle.
<b>Educational Project</b>	30 contact hours per license cycle	Pre-Approval Form AND Submission of Project	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only.
<b>Self-Directed Educational Development</b>	30 contact hours per license cycle 10 contact hours per individual activity	Pre-Approval Form	May include professional reading, research, educational travel, preparation for approved professional certification assessments (i.e. Reading Endorsement for Third Grade Guarantee.) Must enhance individual's work in the profession or contribute to educator's area of specialization.
<b>Related Work Experience Or Externship</b>	60 contact hours per license cycle	Pre-Approval Form	Must enhance individual's work in the profession or contribute to educator's area of specialization.
<b>Bookstudy</b>	30 contact hours per license cycle 10 contact hours per bookstudy	Pre-Approval Form Must submit a review after completing the book	

*UPDATED 8-14-2020*