

Chagrin Falls Exempted Village School District Professional Development Options Information

Activity	LPDC Pre-approval Required Y/N	Maximum Semester Hours or Contact Hours (PDUs)	Value of Contact Hours (PDU's)	Verification	Criteria	Form # to use for activity
College/ University Course	No	Unlimited	30 contact hours (PDUs)=1 Semester Hour	Official Transcripts Evaluation for College Coursework/ Workshops Form 101C	*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, a "P" in pass/fail course * Coursework must be in education or in a content area directly related to the individual's teaching assignment. *Refer to CFEA Agreement Article XVIII(D) for requirements to use coursework for advancement on the salary schedule	101C Evaluation
Online/ Internet College/ University Course	Yes Checklist for Internet/ Computer Coursework Form 101B	Unlimited	30 contact hours (PDUs)=1 Semester Hour	Official Transcripts Evaluation for College Coursework/ Workshops Form 101C	*Pre-approval must include a checklist for computer/internet course – Form 101B *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, a "P" in pass/fail course * Coursework must be in education or in a content area directly related to the individual's teaching assignment *Refer to CFEA Agreement Article XVIII(D) for requirements to use coursework for advancement on the salary schedule	101B Online Pre-approval (Required) 101C Evaluation
Professional Conference Workshop Institute Academy In-service Activity	No	Unlimited	30 contact hours (PDUs)=1 Semester Hour	Certificate of Attendance Evaluation for College Coursework/ Workshops Form 101C	*Certificate of Attendance for activity must include attendee's name, workshop objective, date and 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	101C Evaluation

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National Board Certification – taken for contact hours (PDUs) only. National Board Certification taken for semester hours see College Course information	Yes National Board Certification Pre-Approval Form 102A	Final contact hour credit to be determined by LPDC Maximum of 180 contact hours (PDUs) per license cycle	30 contact hours (PDUs)=1 Semester Hour	National Board Certificate & National Board Certification Evaluation Form 102B	<ul style="list-style-type: none"> Must be in the subject area assigned National Board Certificate must be completed (or) participation as candidate must be verified. Log must accompany certification document 	102A Pre-approval 102B Evaluation
PROFESSIONAL GROWTH OPTIONS						
Cooperating Teacher for Student Teacher or Administrative Internship	No	Full year = 30 contact hours (PDUs) Half year = 15 contact hours (PDUs) Maximum 60 contact hours (PDUs) per license cycle	30 contact hours (PDUs)=1 Semester Hour	Evaluation of Professional Growth Activity Form103B	<u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> List name of student teacher/administrative intern, sponsoring university and semester/year of this activity. 	103B Evaluation
Curriculum Course of Study Development	Yes Professional Growth Option Proposal Form 103A	30 contact hours (PDUs) per license cycle	30 contact hours (PDUs) =1 Semester Hour	Evaluation of Professional Growth Activity Form103B	<u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> Name of committee Chairperson Purpose and function Number of contact hours (PDUs) requested <u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> Attach log of hours and independent work signed by both administrator and chairperson of committee to verify number of hours and work completed. 	103A Proposal 103B Evaluation
Grant Writing	Yes Professional Growth Option Proposal Form 103A	Maximum 30 contact hours per grant 30 contact hours (PDUs) per license cycle	30 contact hours (PDUs) =1 semester hour	Evaluation of Professional Growth Activity Form103B	Contact hours (PDUs) not dependent on awarding of grant <u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> Information about the grant you will be writing How will the grant be implemented in the Chagrin Falls educational program? Number of contact hours (PDUs) requested 	103A Proposal 103B Evaluation

Activity	LPDC Pre-approval Required Y/N	Maximum Semester Hours or Contact Hours (PDUs)	Value of Contact Hours (PDU's)	Verification	Criteria	Form # to use for activity
					<u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> Attach copy of completed grant Attach log of hours and independent work signed by building administrator to verify number of hours and that work was completed. 	
Mentoring Teacher / Administrator	No	Full year = 30 contact hours (PDUs) 30 contact hours (PDUs) per license cycle	30 contact hours (PDUs) = 1 semester hour	Evaluation of Professional Growth Activity Form103B	<u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> List name of Resident Educator and school year mentoring was provided 	103B Evaluation
Professional Organization Presentation	Yes Professional Growth Option Proposal Form 103A	30 contact hours = maximum number of contact hours per presentation Maximum 60 contact hours (PDUs) per license cycle	30 contact hours (PDUs) = 1 semester hour	Evaluation of Professional Growth Activity Form103B	May be used for the first time presentation is delivered <u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> Who will be the target audience? List name of organization, topic and date of your presentation. Number of contact hours (PDU's) requested <u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> Attach a copy of sponsoring organization's program listing your presentation. Attach a copy of the agenda for your presentation. Attach a log of independent work hours and activities. 	103A Proposal 103B Evaluation
Publication of Original Work	Yes Professional Growth Option Proposal Form 103A	60-180 contact hours for book 30-60 contact hours for article(s) in edited professional journal/magazine 180 contact hours (PDUs) per license cycle 60 contact hours (PDUs) for article(s) in an edited professional journal or magazine	30 contact hours (PDUs) = 1 semester hour	Evaluation of Professional Growth Activity Form103B	<u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> Provide explanation of what educator will publish Must contribute to the education profession or add to the body of knowledge in the educator's specific field. Must be a commercially published book or article Number of contact hours (PDUs) requested <u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> Copy of publication; if book, send hard copy to LPDC, if article attach copy 	103A Proposal 103B Evaluation
Sabbatical / externship (out of the district)	Yes Professional Growth Option Proposal Form 103A	Full year = 30 contact hours (PDUs) Half year = 15 contact hours (PDUs)	30 contact hours (PDUs) = 1 semester hour	Evaluation of Professional Growth Activity Form103B	<u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> Must enhance educator's work in the profession or contribute to educator's specialization Provide a summary of what will be accomplished on the sabbatical/externship 	103A Proposal 103B Evaluation

Activity	LPDC Pre-approval Required Y/N	Maximum Semester Hours or Contact Hours (PDUs)	Value of Contact Hours (PDU's)	Verification	Criteria	Form # to use for activity
		Maximum 60 contact hours (PDUs) per license cycle			<ul style="list-style-type: none"> • Provide any documentation regarding the sabbatical/externship • Number of contact hours (PDUs) requested • Must be signed by immediate supervisor <u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> • Attach log of independent work hours and activities signed by building administrator to verify number of hours and that activities were completed. 	
Teaching a College Course/ Workshop	Yes Professional Growth Option Proposal Form 103A	30 contact hours (PDUs) per semester course 60 contact hours (PDUs) per license cycle	30 contact hours (PDUs) = 1 semester hour	Evaluation of Professional Growth Activity Form103B	May be used for the first time teaching the course <u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> • Attach syllabus for course, including the name of college or university, number of semester hours and year course is taught • Number of contact hours (PDUs) requested <u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> • Attach copy of college publication listing your course • Attach log of independent work hours and activities. 	103A Proposal 103B Evaluation
Service on Local Professional Development Committee	No	15 contact hours per year	30 contact hours (PDUs) =1 semester hour	No	Must be one full year of service on the Chagrin Falls Exempted Village School District Local Professional Development Committee	None
Educational Project	Yes Professional Growth Option Proposal Form 103A	Maximum of 30 contact hours (PDUs) per educational project 60 contact hours (PDUs) per license cycle	30 contact hours (PDUs) = 1 semester hour	Evaluation of Professional Growth Activity Form103B	<u>Proposal Form 103A and:</u> <ul style="list-style-type: none"> • Project must apply educational skills and knowledge in your teaching area/field • Provide an explanation of your proposed project • How will you share this project with other educators • Number of contact hours (PDUs) requested • Must be signed by immediate supervisor <u>Evaluation Form 103B and:</u> <ul style="list-style-type: none"> • Attach summary/evidence to support the project. • Attach log of independent work hours and activities signed by building administrator to verify number of hours and that activities were completed. 	103A Proposal 103B Evaluation