



## ECS LICENSURE RENEWAL & ALTERNATIVE INSERVICE GUIDELINES

### ***PROFESSIONAL DEVELOPMENT POINTS (PDPs) FOR LICENSURE ADVANCEMENT OR RENEWAL***

Educators must earn a total of thirty (30) professional development points (PDPs) to advance or a total of sixty (60) PDPs to renew a teacher license including professional, professional occupational, and professional school services personnel licenses. PDPs must be approved in the state licensure system (TNCompass). Individuals employed by a local education agency (LEA) must have the LEA approve the accrued PDPs for advancement or renewal. At the time of advancement or renewal, if the educator is NOT employed in a Tennessee public school, appropriate documentation for all activities for which PDPs are requested must be provided to the office of educator licensing and preparation. **Reasons for PDP denial** include, but are not limited to: activities not related to improving educator effectiveness; activities conducted outside the validity period of the license (effective dates); activities that lack adequate documentation; or any duplicated activity. At the time of advancement or renewal, if the educator is employed in a Tennessee public school, the local education agency (LEA) must retain documentation for each completed activity for which the educator is awarded PDPs.

### ***CRITERIA FOR COUNTING ACTIVITIES FOR PDPs***

- 1. Developing content knowledge, pedagogical knowledge, or pedagogical content knowledge; or**
- 2. Enhancing educator effectiveness (e.g., world language courses for those working with students for whom English is a second language, coursework that supports understanding and use of data).**

Activities not related to improving educator effectiveness do not qualify for PDPs. Compliance modules in SafeSchools, such as, blood borne pathogens, and suicide prevention **may not** count as PDPs, but may count as AIPs. While these training opportunities are highly valuable and mandated, they do not explicitly focus on educator effectiveness.

ALL documentation pertaining to PDPs earned for Licensure Renewal or Advancement must be uploaded into TNCompass for validation. This includes certificates of completion, transcripts, etc. The ***ALTERNATIVE INSERVICE & PROFESSIONAL DEVELOPMENT LOG (Page 3)***, is for tracking hours only. **It is not evidence of participation.**

**Acceptable PDP options, number of PDPs awarded, and required documentation**

|   |   |   |
|---|---|---|
| <b>Professional Learning</b>                                  | 1 clock hour = 1 PDP<br>Approved Microcredentials<br>= 5 PDPs                       | Certificate, transcript, or verification<br>signed by the Director of Schools<br>(or designee)                      |
| <b>Continuing Education</b>                                   | 1 CEU = 5 PDPs  | Certificate or transcript   |
| <b>College or University Coursework</b>                       | 1 Semester hr = 10 PDPs   | Transcript  |
| <b>Overall Level of Effectiveness<br/>(TN approved model)</b> | Overall Score 5 = 20 PDPs<br>Overall Score 4 = 15 PDPs<br>Overall Score 3 = 10 PDPs | Information is maintained by the<br>department. Points accrue from year-<br>to-year during the life of the license. |
| <b>National Board Certification</b>                           | Initial Certification = 30 PDPs<br>Renewal Cert. = 15 PDPs                          | Official documentation from NBPTS   |

***NEW INFORMATION AS OF JANUARY 2017***

- 1) PDPs may be earned during the school day, or while on professional leave for the school system.
- 2) AIPs **may not** be earned during the school day, or while on professional leave for the school system.
- 3) AIPs can possibly be counted as PDPs if the training hours meet one of the two criteria found on page 1. While this was once considered double-dipping, under the new guidelines, it is allowable, when meeting the criteria for PDP points.
- 4) AIPs involving compliance activities (hours used completing SafeSchools training modules), may not account as PDPs.
- 5) ECS Alternative Inservice training (after the last teacher workday), may count as AIPs & PDPs, as long as it meets one of the two criteria on page 1.

***ALTERNATIVE INSERVICE POINTS (AIPs) FOR MEETING STATE REQUIREMENTS***

Teachers must earn 18 hours of Alternative Inservice (or AIPs) each year while "off-the-clock."  
Teachers receive 3 days-off during the schoolyear as a result of attaining the 18 AIPs.  
One clock-hour of inservice is equal to 1 AIP.

***APPROVABLE ACTIVITIES***

Workshops focusing on the needs, or addressing the goals, of the school or district.  
Development and coordination of school curriculum.  
Workshops focusing on teaching methods, strategies, classroom management, and child development.  
Workshops, seminars, institutes, state-sponsored activities related to a teacher's assignment, or to the goals of the school or district.  
Specific training for instructional assignment.  
Training that is required by the state (compliance training).  
Up to 6 hours related to a committee assignment by the building principal pertaining to school leadership, curriculum, School Improvement Planning, etc.

***NON-APPROVABLE ACTIVITIES***

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Parent/Teacher Conferences.          | Business or professional meetings |
| Teachers working in their rooms      | Coaching or Cheerleading clinics  |
| Putting grades on permanent records. | College courses for credit        |



## **PROFESSIONAL DEVELOPMENT & ALTERNATIVE INSERVICE LOG**

| INSERVICE/WORKSHOP/COURSEWORK                           | DATE<br>mm/dd/yy | LOCATION | PRESENTER(S) | AIP's<br>EARNED | PDP's<br>EARNED |
|---|------------------|----------|--------------|-----------------|-----------------|
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|   |                  |          |              |                 |                 |
| <b>TOTAL ALTERNATIVE INSERVICE<br/>POINTS EARNED</b>    |                  |          |              |                 |                 |
| <b>TOTAL PROFESSIONAL DEVELOPMENT<br/>POINTS EARNED</b> |                  |          |              |                 |                 |

|   |   |
|---|---|
| <b>PLEASE NOTE:</b>   |   |
| <p>Teachers are responsible for uploading their PDPs certificates and evidence in TNCompass.<br/>Do not upload this document to TNCompass, as it is not considered evidence.<br/>This document must be completed by the last teacher workday and given to the building principal.</p> |   |
| I certify that the information above is accurate, and meets state & system guidelines on page 1 & 2.  | <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> <span>Signature of Teacher</span> <span>Date</span> </div> |
| I certify that I have reviewed the information above, and agree that it meets the guidelines.   | <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> <span>Signature of Teacher</span> <span>Date</span> </div> |