

Licensure:

1. All licensed personnel must renew their license every five years. During these five years teachers and administrators earn Professional Development Points to qualify for licensure renewal.
2. It is the responsibility of the employee to track their own certification – i.e. renewal dates, PDPs, etc.
3. For the most up to date information on licensure renewal, visit the Massachusetts Department of Elementary and Secondary Education web site and select educator services. www.doe.mass.edu
4. Currently, teachers must include their supervisor's endorsement of their professional development plan in their license renewal application.
4. One contact hour of a staff development program is equal to one PDP.
5. A minimum of 10 hours is needed on a topic in order to earn PDPs.

Attendance at all sessions is required in order to earn PDPs for a program sponsored by the Belmont Public Schools. **RESPONSIBILITIES OF STAFF AND THE SYSTEM:**

1. A teacher with a professional license must develop an individual professional development plan and have the plan approved by his/her primary evaluator. If audited by DESE, the teacher may be asked to present his/her professional development plan.
2. The professional development activities should be in alignment with the district's 18 Month Improvement Strategy.
3. School systems must provide a staff development program so that staff can avail themselves of a cost free option for license renewal.
4. The school system must maintain records of its programs; must maintain evaluation data on its programs for at least one year; must maintain a record of participants.
5. Recent federal and state guidelines note the importance of content specific study.

PDPs VS INSERVICE CREDIT

1. BPS staff development programs will offer PDPs. Credits earned through a university or college program will transfer into PDPs. PDPs will not transfer to graduate credits. Courses offering Continuing Education Units (CEUs) as defined by the International Association for Continuing Education can transfer into PDPs but do not transfer into graduate credits. One CEU is equal to 10 PDPs.

