



Professional Development Plan (PDP)

All sections of this form **MUST** be completed by the employee for the renewal of your Advanced Professional Certificate (APC).

Name: _____ EIN: _____

Section 1: Professional Growth Activities Completed

There are 3 Renewal Options – (1) College Credits, (2) CPD, and/or (3) Equivalent Hours

List (6) credits, 90 clock hours of equivalent credits, or a combination and **DO NOT** write “on file” or “see attached”

(1) College Credits

Official transcripts indicating a final grade of ‘C’ or better must be submitted for college credits.

College or Institution	Course Code	Credit(s)

(2) Continuing Professional Development (CPD) Credits

MSDE Course No.	Credit(s)

(3) Acceptable Equivalent Hours (Check ALL That Apply)

Must provide a **supporting letter** and/or documentation

15 clock hours = 1 credit / 30 clock hours = 2 credits / 45 clock hours = 3 credits

- ☐ Teaching of College Courses (*must provide letter from the college or institution*)
- ☐ Teaching In-Service or Continuing Professional Development (CPD) Courses
- ☐ Authorship (articles *must be published in a state or national professional publication*)
- ☐ Curriculum Writing
- ☐ Attending In-Service Courses or Professional Development
- ☐ Serving as **Chairperson or Officer of State, Regional, or National Professional Organization**
- ☐ Supervising a Student Teacher
- ☐ Mentoring or Peer Coaching (*cannot be your permanent position*)
- ☐ Participation in the Design and Implementation of Innovative School Projects or Activities
- ☐ Attendance of State or National Conferences/Country-Wide Committee or Activities/Middle States Evaluation Committee
- ☐ School Improvement Teams/SBMT/Leadership Team/Grade Level Chair

Section 2: Maryland State Department of Education Renewal

Please Read and Check Box

- ☐ I understand that if I **resign or retire** from PGCPS *prior to the expiration date* of my current certificate, **I will be responsible for renewing my certificate directly with the Maryland State Department of Education (MSDE) or the current local school system I am employed with.**

Signature of Certificate Holder: _____ Date: ____ / ____ / ____



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Additional Information Regarding Your Renewal

Renewing your Unexpired Certificate:

To renew your current certificate or accelerate to the next certificate, you may submit an application through TEACH by selecting “**Renew my unexpired Certificate**”. (\$10 fee)

- No earlier than one year prior to the expiration date of your current certificate after all renewal requirements have been uploaded to TEACH or submitted to PGCPS, or
- After you receive an email from PGCPS stating that you are eligible to renew or accelerate your certificate,
 - APC holders must include a Professional Development Plan (PDP)

Official Transcripts:

Transcripts may be submitted in one of the following ways:

- Ordered from **Parchment**, which will be sent directly to TEACH; or
- Electronically sent to certification.escip@pgcps.org directly from the college or an alternative e-transcript service; or
- By US Mail or hand delivered in a sealed envelope from the college to:
 - Sasscer Administration Building
HR Certification Room 108
14201 School Lane
Upper Marlboro, MD 20772

Continuing Education:

Only the documents listed below may be uploaded to TEACH using the Continuing Education tab

- Maryland-approved Continuing Professional Development (CPD) coursework,
- Supporting documents, or
- Professional Development Plan (PDP)
 - Documentation of equivalent activities used to renew your certificate