



Massachusetts Department of Elementary and Secondary Education

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INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

NAME _____ LICENSE or MEPID# _____

NAME OF SCHOOL/NAME OF DISTRICT: _____

An Individual Professional Development Plan (IPDP) must be in place for the five-year validity cycle of the Professional level license(s) issued, according to 603 CMR 44.04(1). This applies to all educators renewing, whether working in a Massachusetts public school or not. If employed, the district must provide each educator with a copy of the district/school goals. The educator, potentially with support from their supervisor, selects the goals s/he will address in the IPDP (603 CMR 44.05). For additional information on completing your IPDP, and as it may correlate to your Educator Plan, please refer to the **License Renewal Guidelines for Massachusetts Educators**, and reference the section on *Educator Evaluation and License Renewal*, Page 11 at: <http://www.doe.mass.edu/licensure/advance-extend-renew-license.html>.

The IPDP should focus on the educator’s goals for strengthening his or her content knowledge and professional skills in his or her license area(s) and for remaining current with other educational developments. The IPDP also should identify the expected goals for improvement in teaching and learning to be achieved over the five-year period. In addition to the educator’s goals, if employed, the Plan must address the goals of the school and/or the district. At least 80% of the proposed PDPs in the educator’s plan must be consistent with the educational needs identified by the school and/or district plan. As outlined in 603 CMR 44.04, educators working in a Massachusetts public school must obtain initial approval and final endorsement of their Plan from their supervisor.

LICENSES TO BE RENEWED (Use a new line for each grade level)

LICENSE FIELD & GRADE LEVEL	EXPIRATION DATE	PRIMARY or ADDITIONAL AREA DESIGNATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ENDORSEMENT (Level Depends)

Endorsement

When renewing an Endorsement, such as the Autism or Transition Specialist Endorsement, unlike licenses these are not deemed as a Primary or Additional area, but simply as “*Endorsement*,” and may be renewed with the accrual of 30 relevant PDPs.

GOALS AND ACTIVITIES

Educators of the Commonwealth are continually improving their content (subject matter knowledge) and pedagogy (professional skills and knowledge) through the implementation of well-planned Professional Development (PD) activities that include high-quality professional development training opportunities that address the needs of our growing student population, school communities, and the rapidly changing educational landscape. When developing goals and activities as part of the IPDP, we recommend that educators consider each area of PDPs required to renew a license (Content, Pedagogy, SEI/ESL/Bilingual, and Training in strategies for effective schooling for student with disabilities and the instruction of students with diverse leaning styles). Proposed activities should be designed to improve student learning and professional practice

SCHOOL AND/OR DISTRICT IMPROVEMENT PLAN GOALS

The following are the school and/or district Improvement Plan goals that my IPDP addresses include at least one):

1. _____
2. _____
3. _____
4. _____

Individual Professional Learning Goals and Activities (*At least one goal is required*)

Goal and Activities Sample

ESL/SEI/Bilingual: Enhance instruction in teaching academic language by developing a curriculum unit to include academic language for ELLs.

Pedagogy: Increase skills in writing instruction by participating in professional learning related to writing across the curriculum.

Elective: Increase proficiency in using spreadsheets in my lessons through participation in workshops and online learning using Excel.

MY PROPOSED GOAL(S) AND ACTIVITIES:

Content: _____

Pedagogy: _____

ESL/SEI/Bilingual: _____

Training in strategies for effective schooling for student with disabilities and the instruction of students with diverse learning styles:

PROFESSIONAL DEVELOPMENT ACTIVITY LOG

PRIMARY AREA: 150 PDPs

- ✓ **Minimum Required distribution of PDPs for all academic educators renewing a Primary area:**
- ✓ At least 15 PDPs in content (subject matter knowledge)
- ✓ At least 15 PDPs in pedagogy (professional skills and knowledge)
- ✓ At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL) or Bilingual,
- ✓ At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

The remaining required 90 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

ADDITIONAL AREA (s): 30 PDPs each

Minimum Required distribution of PDPs for all academic educators renewing any Additional areas:

- ✓ 30 PDPs, of which At least 15 PDPs need to be in content.

The remaining 15 PDPs may be earned through either "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

"INVALID"

ADDITIONAL AREA: 150 PDPs

A license in an Invalid status that is designated as an Additional Area for renewal will require 150 PDPs. A total of 150 PDPs is required to renew each Additional area license that has been deemed Invalid:

Unlike a "Primary Area, however, the minimum required distribution for an Invalid Additional area is

- ✓ At least 15 PDPs in content (subject matter knowledge)

The remaining required 135 PDPs may be earned through any combination of "elective" activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy.

ENDORSEMENTS: 30 PDPs

(Autism and Transition Specialist): 30 PDPs

Like Licenses, the Autism Endorsement and the Transition Specialist Endorsement are each valid for five calendar years and may be renewed for successive five-year terms. However, since they are endorsements, and not licenses, the Autism and Transition Specialist Endorsements can be renewed without the need for an active Primary Area license.

The renewal of either of the endorsements will require a total of 30 relevant PDPs and an active prerequisite license, which could be active at the Initial or Provisional stage and not necessarily a Professional.

ACTIVITY LOG

LICENSE FIELD & GRADE LEVEL or ENDORSEMENT

PRIMARY or ADDITIONAL AREA

**(Please copy this blank Activity Log for the listing of activities for each
Additional License or Endorsement being renewed)**

Professional Development Provider	Activity	Date Completed	Activity Type (Please Indicate Content, Pedagogy, ESL, SEI, Bilingual, Special Needs, Diverse Learners, or Elective)	Total PDPs
<i>EXAMPLE</i> DESE	Course: Foundations for Inclusive Practice	6/17/2018	Pedagogy	15
TOTAL PDPs:				

IPDP REVIEW AND APPROVAL

Educators who are currently employed in a district are required to obtain signatures for approval (within six months of issuance or renewal of their Professional level license) and final endorsement. Educators who are not employed in the role of the license do not need to obtain signatures. (603 CMR 44.04 (5)).

[Guidelines for Reviewing, Approving, and Endorsing Individual Professional Development Plans](http://www.doe.mass.edu/pd/01guideline) may be accessed via: <http://www.doe.mass.edu/pd/01guideline>.

Initial Review and Approval by Supervisor:

The signature below indicates that 80% of this educator's Individual Professional Development Plan is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.


NAME _____ TITLE _____
SIGNATURE _____ DATE _____

Final Endorsement:

The signature below indicates that the supervisor has reviewed this educator's professional development activities and that the reported activities are consistent with the approved professional development plan. **The educator remains responsible for the final accounting and documentation of all activities for licensure renewal (See Section on Audits).**

NAME _____ TITLE _____
SIGNATURE _____ DATE _____

PD RESOURCES AND TOOLS FOR EDUCATORS

The **PD Provider Registry** is a database option that allows the public to search the list of registered PD Providers for professional development according to several criteria (e.g., [content area](#) , grade level, PD format). Educators looking for current Department PD offerings and Registered PD Providers should visit: www.doe.mass.edu/pd .

PROFESSIONAL LICENSE RENEWAL AUDIT

License Renewal is applicable to all educators who hold a Professional level license or Endorsement issued pursuant to M.G.L. c. 71, § 38G. To ensure the integrity of the renewal process, a random sampling of renewal applications is selected periodically via ELAR for an audit. Selected candidates for an audit may include any educators who renewed one or more Professional level license(s) within the past five years, including those who are retired, employed, or not currently employed in the role of the license. It is, therefore, important that educators maintain their plan (IPDP and/or Educator Plan), verification of Plan approvals received, and documentation of all professional development used for renewal for five years following a renewal. An audit selection may occur anytime during the five years following the renewal application date.

During an audit, a team of auditors will review the educator's audit packet which will include evidence of the educator's professional development plan that has been reviewed and approved the educator's supervisor or supervisor's designee. Documentation of the earned PDPs in the form of an official certificate of completion, PD transcript issued by the school district, college transcripts, a My Learning Plan with an official signature from the administrator, etc.

For more information on the audit process, please refer to the Professional License Renewal Audit FAQs at: <http://www.doe.mass.edu/licensure/advance-extend-renew-license.html>.

Carrying over PDPs earned through the completion of the RETELL/SEI course

When an educator chooses to carry over PDPs earned in one renewal cycle to the next as a result of the completion the RETELL/SEI course, s/he must maintain the records for both cycles to ensure their eligibility to carry over the PDPs.