

Request for CRP Credit for Professional Activities not listed in the Certificate Renewal Manual

(Page II-9, C.R. Manual – Awarding Credit)

Request for exception:

An LPDC **may** award CPDUs for activities not described in Appendix D of the Certificate Renewal Manual (CRM) if evidence that the conditions listed in the section below are satisfactorily presented. Such activities will be carefully scrutinized to ensure that they contribute to the improvement of teaching knowledge and skills and are comparable in focus or outcome to activities described in Appendix D of the CRM.

Evidence of Completion:

All items in the section below must be completed and include some form of evidence of completion or attendance (e.g., signed letter from presenter, receipt of registration and program agenda).

Point Value:

The final number of credits is determined by the LPDC commensurate with the value assigned to a similar activity identified in Appendix D of the CRM.

Name of Activity: _____

Date(s) of Activity: _____

Description of Activity: _____

_____.

Duration (hours of participation): _____

**Description of the relationship of the activity to the improvement of the teacher's
knowledge and skills:** _____

_____.

**Identification of the activity enumerated in Appendix D which most closely resembles the
claimed activity:** (Check activity from list on back of page or provide a full description.)

_____.

Please attach evidence of attendance documents, (e.g., verification/certificate of attendance form, agenda, program description).

Name: _____
(Print)

Date: _____
(Submitted)

School: _____

Dept./Grade: _____

Note: *It should be noted that this form may not be used to claim credit for activities that are specifically described in Appendix D but only partially completed.*

List of Professional Development Activities

Check activity below which most closely resembles the claimed activity.

- _____ Participation on collaborative planning and professional improvement teams and committees.
- _____ Participating in site-based management or decision-making teams, relevant committees, boards, or task forces related to school improvement plans.
- _____ Coordinating community resources in schools, if the project is a specific goal of the school improvement plan.
- _____ Facilitating parent education programs for a school, school district, or regional office of education directly related to student achievement or the school improvement plan.
- _____ Participating in business, school, or community partnerships directly related to student achievement or school improvement plans.
- _____ Completing undergraduate or graduate credit (regionally accredited institution; relevant to certificate area being renewed; meets professional teaching standards).
- _____ Teaching college or university courses in areas relevant to the certificate area being renewed.
- _____ Completing non-university credit directly related to student achievement, school improvement plans, or State priorities.
- _____ Participating in or presenting at workshops, seminars, conferences, institutes, and symposiums.
- _____ Training as external reviewers for Quality Assurance.
- _____ Training as reviewers of university teacher preparation programs.
- _____ Participating in action research and inquiry projects.
- _____ Observing programs or teaching in schools, related businesses, or industry that is systematic, purposeful, and relevant to certificate renewal.
- _____ Traveling related to one's teaching assignment, directly related to student achievement or school improvement plans and approved at least 30 days prior to the travel experience, provided that the traveling shall not include time spent commuting to destinations where the learning experience will occur.
- _____ Participating in study groups related to student achievement or school improvement plans.
- _____ Serving on a statewide education-related committee, including but not limited to the State Teacher Certification Board, State Board of Education strategic agenda teams, or the State Advisory Council on Education of Children with Disabilities.
- _____ Participating in work/learn programs or internships.
- _____ Participating in curriculum development or assessment activities at the school, school district, regional office of education, State, or national level.
- _____ Participating in team or department leadership in a school or school district.
- _____ Participating on external or internal school or school district review teams.
- _____ Publishing educational articles, columns, or books relevant to the certificate area being reviewed.
- _____ Participating in non-strike related professional association or labor organization service or activities related to professional development.