

SACS Professional Growth Plan Experience Documentation

HR 2/11

The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities and guidelines as established by the district. A **MINIMUM of 90 total points** is required for license renewal. *Extenuating circumstances may be determined on a per case basis by the administration.

Options	Points Available	Verification Required	Criteria (goal related, completed)
In-service Credit School Approved Visits	Actual number of hours in training/observations 1 point = 1 hour	*Professional Development Activity Certificate	*In-service credit is verified and professional development activity certificate is issued by administrator in charge of activity.
Professional Conference/ Workshop/Institute	Actual number of hours in workshop 1 point = 1 hour	*Original certificate of attendance or completion	*Credit includes only time spent in those portions of the conference program that contribute to the participant's performance or effectiveness in education.
Mentoring New Teacher, School Service, or Administrator	30 points/year 1 point = 1 hour	*Letter from building administrator	*Credit issued for mentoring a new teacher, school service or administrator
Cooperating Teacher of a student teacher, transition to teaching student teacher, cadet teacher, undergraduate field experience or practicum	60 points/5 year period 20** - 30 points/for student teacher/year 10 points/for practicum students/year 5 points/for each cadet student/year	*Letter from higher education institute indicating assignment	*Credit issued only for state approved higher education preparation program assignment. **Transition to teaching student teacher points determined per case basis-20(9wks)-30(16wks)
Presentation on licensure/pedagogy (May be internal or external) University class presentation	Actual number of hours in preparation and presentation. (Max. of 5 hrs. prep/1 hr presentation-for ea. time presented) Univ. class (1 st time taught=50 points/yr. 10 pts. ea. year taught thereafter.	*Letter from building administrator or other school administrator	*Credit issued only for actual time preparing and presenting a professional course, workshop or presentation and be present for the initial event.
Curriculum Development	Actual number of hours Not to exceed 45 points/year 1 point = 1 hour	*Letter from school administrator (Asst. Supt. typically)	*Credit issued for serving on a formal committee organized by local school, state, or national curriculum committees.
Professional Programs/Committees	Actual number of hours in program/committee - 1 hour = 1 point 50 points/5 years	*Letter from school administrator or PDAC	*Credit issued for service on a formal committee organized by local school, state, or national education agency.
School Accreditation Activities/School Improvement Process	Actual number of hours in committee work 25 points/year for chairperson 15 points/year for active team member	*Letter from school administrator	*Credit issued for chairperson or an active member of listed committee or other committee with similar duties.
College Credit	15 points/credit hour 90 points/5 year period	*Official transcripts	*Credit issued for coursework earned from an accredited college or university
Educational Publication/Educational Research	Up to 30 points/publication (peer review journal) Up to 15 points(non peer review) Up to 15 points/research topic(for district) 45 points/5 year period	*Copy of publication or research and *Letter from school administrator	*Must contribute to the profession or add to the body of knowledge in the individual's specific field and be published, formally approved or published by a state or national agency.
Other	Actual number of hours-1 point = 1 hour (should not be experiences used in formal evaluation process) Not to exceed 45pts/yr	*Letter from school administrator, PDAC, or other document	*Professional growth experiences that improve curriculum knowledge, instructional skill, class management skills.