**Hubbard Professional Development Committee**

**HPDC**

The following is a non-inclusive list of activities considered learning experiences by the HPDC if they relate directly to the goal(s) of an approved Individual Professional Development Plan (IPDP). Educators may be innovative beyond this list; the end results of the activity should be a product that enhances the educator’s skills and knowledge. Any activity not included on this list **must** receive prior approval by HPDC. Pre-approval is vital as you start choosing professional development alternatives.

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| **Option** | **CEU Value** | **Verification** | **Criteria** |
| **College Courses** | 1 sem hr = 3 CEU | Official transcripts reflecting credit granted. | * Must be taken through an accredited college or other approved post-secondary educational institution. * Must be taken for credit. * Must relate to the participant’s IPDP * Must be taken during the years that your current certificate/license is valid. |
| **Professional Conferences/ Workshops** | 1 contact hr = 0.1 CEU | Certificate of attendance/ completion **OR**  Record of registration, schedule of programs attended (include times) | * Must include only time spent in those portions of the conference program that relate to the participant’s IPDP. |
| **Professional Webinars** | 1 contact hr = 0.1 CEU  Not to exceed 90 contact hours (9 CEUs) per license renewal cycle in combination with online modules | Certificate of attendance/ completion **OR**  Record of registration, schedule of programs attended (include times) | * Must relate to the participant’s IPDP * Must be taken during the years that your current certificate/license is valid. * Courses may not be repeated. |
| **Presentation at Professional Meeting or Conference** | 1 hr = 0.3 CEU  (0.3 CEU will be granted for each additional hour of presentation) | Activity documentation | * Must be done independent of any requirement for college credit, CEUs or regular duties. * Offered only when no stipend is given to speaker. * Must relate to the participant’s IPDP * Must have prior and final approval by HPDC |
| **Option** | **CEU Value** | **Verification** | **Criteria** |
| **Online Modules** | 1 contact hr = 0.1 CEU  Not to exceed 90 contact hours (9 CEUs) per license renewal cycle in combination with professional webinars | Record of times/dates spent online;  Reflective journal, action plan, and/or personal notes taken during module | * Must relate to the participant’s IPDP * Project must have prior and final approval of HPDC * Must be taken during the years that current certificate/license is valid. * Courses may not be repeated. |
| **Publication of original work i.e. book, journal article, software, research** | Book = 9CEU  Research or software = 6 CEU  Journal article or innovative curriculum unit = 3 CEU | Copy of published work | * Production of tangible product that enhances teaching and learning. * Project must have prior and final approval of HPDC * Must relate to the participant’s IPDP |
| **Reflective portfolios** | 1 clock hour = 0.1 CEU; not to exceed 3 CEU per portfolio | Copy of portfolio to HPDC; time log | * Portfolio must have prior and final approval by HPDC * Must relate to the participant’s IPDP |
| **Building Advisory Committee** | 1 clock hour = 0.1 CEU; not to exceed 1 CEU per school year | Time log/PD Documentation form; minutes of the meeting(s) showing attendance | * Each individual must log and submit own paperwork for HPDC review annually. * Must relate to the participant’s IPDP |
| **Labor Management Committee** | 1 clock hour = 0.1 CEU; not to exceed 1 CEU per school year | Time log/PD Documentation form; Agenda/Notes or minutes of the meeting(s) showing attendance | * Each individual must log and submit own paperwork for HPDC review annually. * Must relate to the participant’s IPDP |
| **Standing Committees**  **(Such as HPDC, Special Education Board, Evaluation or SGM)** | 1 clock hour = 0.1 CEU; not to exceed 2 CEU per school year | Time log/PD Documentation form; Agenda/Notes or minutes of the meeting(s) showing attendance | * Each individual must log and submit own paperwork for HPDC review annually. * Must relate to the participant’s IPDP * Offered only when no stipend or release time is given. |
| **Textbook Committee** | 1 CEU | Sign-in sheet(s); minutes of the meetings; copies of textbook evaluation forms | * Must be a formal committee * Each individual must log and submit own paperwork for HPDC review annually. * Must relate to the participant’s IPDP |
| **Option** | **CEU Value** | **Verification** | **Criteria** |
| **Special Committees** | Up to 2 CEUs max per committee per year | Time log/PD Documentation form; Sign-in sheet(s); minutes of the meeting(s) | * Must be pre-approved by HPDC * Each individual must log and submit own paperwork for HPDC review annually. * Must relate to the participant’s IPDP |
| **Grant Writing** | 0.5 CEU – local  1 CEU – state  2 CEU – federal | Activity documentation;  Copy of grant. | * CEUs are not dependent on awarding of the grant. * Must relate to the participant’s IPDP |
| **Elementary & Middle School History Day; Science Fair; Literacy or Math Night** | 1 CEU | Time log/PD Documentation form; minutes of the organizational meeting(s); planning notes; work at the entire event | * Must be done independent of any requirement for college credit, CEUs or regular duties. * Offered only when no stipend or release time is given. * Must relate to the participant’s IPDP |
| **High School History Day; Science Fair; STEM Festival** | 2 CEU | Time log/PD Documentation form; minutes of the organizational meeting(s); planning notes; work at the entire event | * Must be done independent of any requirement for college credit, CEUs or regular duties. * Offered only when no stipend or release time is given. * Must relate to the participant’s IPDP |
| **National Board Certification** | 10 CEU | Valid copy of National Certificate. | * Must be in the subject area of the individual’s assignment. * Certificate must be valid during the years your current certificate/license is valid. |
| **National Board Certification** | 4 CEU, one time only | Documentation for candidate not receiving the certificate | * Must be in the subject area of the individual’s assignment. * Must be completed during the certification cycle |
| **Master Teacher Designation** | 8 CEU | Valid copy of Certification or score report | * Must provide a copy of the application narrative * Must be completed during the certification cycle |
| **Master Teacher Designation** | 4 CEU, one time only | Score report or documentation for candidate not receiving the designation | * Must provide a copy of the application narrative * Must be completed during the certification cycle * If attempt more than once, may only apply for 8 CEU total as stated above. |
| **Option** | **CEU Value** | **Verification** | **Criteria** |
| **Recognition in Content Area** | 2 CEU, once per renewal cycle, per award | Copy of award | * District awards do NOT count * State or National Teacher of the Year; Milken Foundation; Presidential Awards for Excellence; Governor’s Award; Outstanding Educator Awards from content professional organizations; Martha Holden Jennings Scholar; other regional awards that are based on knowledge and skill in your teaching assignment |
| **School Improvement Initiatives** | 1 clock hour = 0.1 CEU; not to exceed 3 CEU per year | Time log/PD Documentation form; minutes/ agenda of the meeting(s); copy of action plans/ materials | * Must have prior and final approval by HPDC * Must relate to the participant’s IPDP |
| **Curriculum**  **Development** | 1 clock hour = 0.1 CEU; not to exceed 3 CEU per year per prep | Copy of final document; Time log/ PD Documentation form | * Must have prior and final approval by HPDC * Must relate to the participant’s IPDP |
| **Mentoring/ Cooperating Teacher** | 1 clock hour = 0.1 CES; not to exceed 1 CEU per student teacher/new teacher | Summary of Student Teaching/Mentoring experience and how it enhances own professional growth | * Must have prior and final approval of HPDC * Offered only when no stipend or release time is given * May not exceed 2 CEUs in any given school year * May not exceed 2 CEUs for mentoring program per Resident Educator |
| **Program Development** | 1 clock hour = 0.1 CEU; not to exceed 3 CEU per year | Summary of program; Time log/ PD Documentation form | * Summary of program * Must have prior and final approval by HPDC * Must relate to the participant’s IPDP |
| **Teacher-initiated projects** | 1 clock hour = 0.1 CEU  Not to exceed 3 CEU per project | Copy of the final project and/or report of the project; Time log/PD Documentation form | * Project must have prior and final approval by HPDC * Must relate to the participant’s IPDP |
| **Mahoning/ Trumbull Co. Miniature Bridge**  **Building Competition** | 2 CEU per year | Sign-in sheet(s); minutes of the meeting(s); planning notes; attendance at event(s) | * Must be done independent of any requirement for college credit, CEUs or regular duties. * Offered only when no stipend is given. |
| **Option** | **CEU Value** | **Verification** | **Criteria** |
| **English Festival** | 2 CEU per year | Sign-in sheet(s); minutes of the meeting(s); planning notes; copies of study guides/ student materials; attend entire event (at YSU) | * Must be done independent of any requirement for college credit, CEUs or regular duties. * Offered only when no stipend is given. |
| **College in High School** | 1 clock hour = 0.1 CEU; not to exceed 3 CEU per year | Record of meeting times/dates; agendas from each meeting | * Must be done independent of any requirement for college credit, CEUs or regular duties. * Offered only when no stipend is given. |
| **Professional Reading** | 1 clock hour = 0.1 CEU; not to exceed 2 CEU per year | Reflective journal (including log of time spent); copy of agenda for meeting when sharing with staff, department or team members | * Must enhance individual’s work in the profession or contribute to the educator’s area of specialization * Must have prior and final approval of HPDC * Must share finding at staff or team meeting * Must relate to the participant’s IPDP |
| **Study groups** | 1 clock hour = 0.1 CEU; not to exceed 2 CEU per year per study group | Reflective journal and action plan; record of meeting times/dates | * Must enhance individual’s work in the profession or contribute to the educator’s area of specialization * Must have prior and final approval of HPDC * Must relate to the participant’s IPDP |
| **Action Research** | 1 clock hour = 0.1 CEU; not to exceed 2 CEU per year | Presentation of findings to department, team or building staff; copy of agenda/minutes from presentation | * Must enhance individual’s work in the profession or contribute to the educator’s area of specialization * Must have prior and final approval of HPDC * Must relate to the participant’s IPDP |
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Updated 8-24-2021