

PROFESSIONAL GROWTH EXPERIENCE DOCUMENTATION (updated 4/6/2020)

The professional growth plan (PGP) points shall be calculated with one (1) clock hour qualifying for one (1) PGP point based upon the activities listed in this chart:

REQUIRED	SAMPLE VERIFICATION	CRITERIA
In-Service Credit	In-service credit approval slip or course attendance slip	In-service may be verified by the school district
Professional Conference/Workshop/Institute	Certificate of attendance or completion	May only include time spent as a learner at the conference, workshop or institute
Mentoring New Teacher, School Service or Administrator	Letter from supervisor	Must be mentoring a new teacher, school service or administrator
Cooperating Teacher of a Student Teacher (30 PGP pts) OR Undergraduate field experience or practicum (15 PGP pts)	Letter from higher ed institute	Student teacher/undergraduate must be from a state approved higher ed prep program
Presentation	Letter from supervisor	Must include only actual time preparing and presenting a professional course, workshop or presentation and be present for the initial event
Curriculum Development	Letter from supervisor	Must be serving on formal committee organized by local school district, state, national or international agency
Professional Programs/Committees	Letter from supervisor	Must be serving on formal committee organized by local school district, state, national or international agency
School Accreditation Activities/School Improvement Process	Letter from supervisor	Must be a chairperson or active member of listed Committee or other Committee with similar duties
College Credit (1 credit hour = 15 PGP pts)	Official transcripts	Must be earned from an accredited college or university
Educational Publication/Educational Research	Copy of Publication/Research	Must contribute to the profession or add to the body of knowledge in the individual's specific field. Must be commercially published or formally approved or formally published by a recognized state or national agency or organization.
Other	Letter from supervisor	Professional growth experiences that improve curriculum knowledge, instructional skills, class management skills, or any other professional growth experiences
Prof Dev promoting career navigation for students	Letter from supervisor or certificate of completion	May be provided by the state, a local business, or a community partner that provides opportunities for school and employers to partner in promoting career navigation for students
Prof Dev outlining economic needs that can be integrated into lessons and career coaching for students	Letter from supervisor or certificate of completion	May be provided by the state, a local business, or a community partner that outlines current and future economic needs that can be integrated into lessons and career coaching for students
Mentoring or coaching students that are involved in competitions or programs providing career skills	Letter from Supervisor	Participation in mentoring or coaching students who are involved in, working with students who are involved in, and exposing students to real world competitions or any other types of programs that provide career skills, including competitions or programs involving or provided by organizations and Career and Technical Student Organizations (CTSOs) such as, but not limited to, the following: (A) Robotics. (B) Tests of Engineering Aptitude, Mathematics and Science (TEAMS). (C) Technology Student Association (TSA). (D) Future Health Professionals (HOSA). (E) Distributive Education Clubs of America (DECA). (F) Future Farmers of America (FFA). (G) Family, Career, and Community Leaders of America (FCCLA).