### Workplace Specialist
#### Professional Development Plan
#### Point Values and Experiences

The workplace specialist teacher must have the approval of area career and technical director and university teacher trainer for each option. A workplace specialist teacher must have a minimum of 90 total points to be eligible for renewal of their license. A maximum of 45 points per five years can be in the trade area, unless the option is college coursework or service as an elected officer in a professional organization. The same activity cannot be used twice in a five-year renewal period, unless the option is college coursework or service as an elected officer in a national organization.

<table>
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<tr>
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| College Credit that would apply toward a degree in education or in their trade area | 90 points/5 years | 1 semester hour =15 points  
1 quarter hour = 10 points | Official transcripts earned from an accredited college  
Must be a grade of “B” or better or a “P” in pass/fail | Area Career & Technical Director  
University Teacher Trainer |
| In-Service Credit | 45 points/5 year period | 1 hour = 1 point | In-service Credit Approval Slip  
Course Attendance slip with number of hours indicated | Area Career & Technical Director  
University Teacher Trainer  
Program Provider(s) |
| Professional Conference/Workshop/Institute/Seminar | 45 points/5 year period | 1 hour in workshop = 1 point | Original certificate of attendance or completion  
Letter from supervisor conference staff  
Copies/Exhibits of products developed by applicant | Area Career & Technical Director  
University Teacher Trainer  
Program Provider(s) |
| New Teacher Mentoring | 36 points/5 year period | 1 clock hour = 1 point | Signed mentor form | Area Career & Technical Director  
University Teacher Trainer |
| Peer Assistance | 25 points/5 years | 1 clock hour = 1 point | Documentation form with signature of school principal | Area Career & Technical Director  
University Teacher Trainer |
| Internship in Trade Area | 40 points/5 years | 1 hour = 1 point | Documentation form and summary of observation including signature from company representative and administrator or transcript | Area Career & Technical Director  
University Teacher Trainer  
Company Rep (Human Resources Director) |
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| Educational Publication                         | 45 points/5 years | • 1 point = 500 words or less  
• 5 points = 501 to 1500 words  
• 10 points = 1501 words or more  
• 45 points for published book | • Copy of publication with article  
• 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 document or formally published by a recognized state or National organization or agency | • Area Career & Technical Director  
• University Teacher Trainer |
| *Elected Officer in Professional State or National Organization | 45 points/5 years for state organization  
90 points/5 years for national organization | • One year of service = 45 points for state service  
• One year of service = 90 points for national service | • Evidence of service to include meeting minutes, newsletters showing organization’s activities, etc.  
• Documentation verifying election and completion of term | • Area Career & Technical Director  
• University Teacher Trainer  
• Appropriate Signature From Organization |
| Successful Completion of Nationally Recognized Certificate Program  
*Renewal of certificate without an exam cannot be used for PGP | 45 points/5 years | • 45 points for certificate | • Copy of official certificate awarded  
• Test scores must be submitted | • Area Career & Technical Director  
• University Teacher Trainer  
• Program Provider(s) |
| Cooperating Teacher (for an undergrad practicum) | 15 points/5 year period | • 1 point/assignment | • University/college documentation form | • Area Career & Technical Director  
• University Teacher Trainer  
• Appropriate University Rep, if not same person as University Teacher Trainer |
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<td>Curriculum Development</td>
<td>• 45 points/5 year</td>
<td>• 1 hour = 1 point</td>
<td>• Documentation form&lt;br&gt;• Written evidence endorsed by administrator including copy of curriculum</td>
<td>• Area Career &amp; Technical Director&lt;br&gt;• University Teacher Trainer&lt;br&gt;• Building Principal</td>
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<tr>
<td>Presentation In Teaching Field or Formal Setting</td>
<td>• 10 points/5 year period</td>
<td>• 1 hour = 1 point</td>
<td>• Agenda/Program listing presentation&lt;br&gt;• Outline of presentation</td>
<td>• Area Career &amp; Technical Director&lt;br&gt;• University Teacher Trainer&lt;br&gt;• Program Provider(s)</td>
</tr>
<tr>
<td>Professional Programs/Organization Committee Membership</td>
<td>• 30 points/5 years</td>
<td>• 1 hour = 1 point</td>
<td>• Documentation form&lt;br&gt;• Letter from organization as signed and endorsed by officer on committee assignment&lt;br&gt;• Proof of membership and participation</td>
<td>• Area Career &amp; Technical Director&lt;br&gt;• University Teacher Trainer&lt;br&gt;• Committee Chair</td>
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<tr>
<td>School Accreditation Activities (up to two different teams)</td>
<td>• 50 points/5 years for chair&lt;br&gt;• 30 points/5 years for team member</td>
<td>• 25 points/team for chair&lt;br&gt;• 15 points/team for team member</td>
<td>• Documentation from school superintendent and accreditation organization</td>
<td>• Area Career &amp; Technical Director&lt;br&gt;• University Teacher Trainer&lt;br&gt;• Accreditation Team Chair, if team member</td>
</tr>
<tr>
<td>CTSO (Career and Technical Student Organizations)</td>
<td>• 30 points/5 years</td>
<td>• 5 points for regional participation&lt;br&gt;• 10 points for state participation&lt;br&gt;• 15 points for national participation</td>
<td>• Verification of award&lt;br&gt;• Documentation of scoring report&lt;br&gt;• Winner’s List&lt;br&gt;• Verification of service or participation</td>
<td>• State Director/Department of Education&lt;br&gt;• Area Career &amp; Technical Director&lt;br&gt;• University Teacher Trainer</td>
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