

**PROFESSIONAL GROWTH EXPERIENCE DOCUMENTATION**

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

<b>**REQUIRED</b>	<b>SAMPLE VERIFICATION</b>	<b>CRITERIA</b>
Externship	*Letter from supervisor or externship supervisor	Must occur in a workplace setting or place of business
Professional Development	*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
Professional Development	*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

\*\*You may use any one option or a combination of any of the 3 options under the required category to document a minimum of 15 PGPs

<b>***Additional Options</b>	<b>SAMPLE VERIFICATION</b>	<b>CRITERIA</b>
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, undergraduate field experience or practicum	*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=15 points	*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

\*\*\*You may use any one option or a combination of any of the listed options under the additional options category to document the remainder of PGPs to reach a total of 90 PGPs