**PD Provider Registry Application Instructions**

***Updated February 20, 2015***

**Who should complete this application?**

This application is for Non-IHE[[1]](#footnote-1) providers that wish to grant professional development points (PDPs). Chapter 766 schools that would like to provide PD to educators beyond their own staff should also complete this application. (If you are a Chapter 766 school that wishes to provide PD only to your own staff, please visit the [PD website](http://www.doe.mass.edu/pd/providers.html) to access the Chapter 766 registration form.) Institutions of Higher Education may also access the appropriate form via the [PD website](http://www.doe.mass.edu/pd/providers.html).

**The Application**

The online application is available via an electronic survey tool. This tool does not allow you to view all the questions in the application at once. However, you may preview the full set of questions below. Please remember that the application has a Part A and Part B section. The Part A section is meant to determine how well the professional development aligns to the MA PD Standards. Part B is content specific and is meant to determine expertise in a chosen content category. **A provider must first receive a passing score on Part A before a Part B review will be conducted.** Thus, pay careful attention to all Part A responses. You must answer all questions completely and submit all requested materials. Incomplete applications will not be reviewed.

NOTE: Prior to completing the Part A section, you will be asked to complete the Applicant Information, Provider Capacity, and Background sections which are not scored. Also, in the application, you are able to save your responses and return to the application at a later time. To do so, click, "Save and continue survey later" at the top of the page.

**The PD Provider Registry Application**

**Applicant Information**

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| **Application question or prompt** | **Instructions** |
| Provider Name:  Contact Name:  Contact Title:  Type of organization:   * Corporation, Partnership, or Other Company * Non-profit Organization * Professional Association * Government Agency * Individual * Chapter 766 School * Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Address:  City:  State:  Zip:  Phone:  Fax:  Email:  Website URL: | Please provide the required information  If you are an individual but subcontract for services, please list yourself as a non-profit or corporation. |

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| Have you already completed a Part A application in 2014 and received a passing score?   * Yes * No | Answering yes to this question will skip you to the Part B section of the application.  **If you applied during the summer or fall of 2014 and need to resubmit your Part A section, please answer no to this question.** |

**PROVIDER CAPACITY**

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| **Application Question or Prompt** | **Instructions** |
| How many professional development events does your organization offer in an average year? (Note: a course would count as 1 event; do not count every course session/meeting).   * 10 events or fewer * 11 to 50 events * 51 to 100 events * More than 100 events | Please provide the required information |
| Regions where you work or are willing to travel: (Check all that apply)   * Berkshires * Central * Greater Boston * Northeast * Pioneer Valley * Southeast * My PD is online | Please see the [DSAC regional map](http://www.doe.mass.edu/apa/regional/regions.html) |
| How many years has your organization been providing professional development in Massachusetts?   * 0-5 years * 6-10 years * 11-25 years * Over 25 years | Please provide the required information |

**BACKGROUND**

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| **Application question or Prompt** | **Instructions** |
| Provide a brief summary of 200 words or less describing your services. | Please provide the required information |
| Which PD formats do you use to deliver your PD services:   * Action Research * Course * Meeting Series (committee, council, PLC, task force) * Mentoring/Coaching * Training Session/Workshop | Check all that apply |
| Which mode of interaction do you use to deliver your PD services?   * Face-to-Face * Blended (Hybrid) * Online | Check all that apply |
| Please list any accreditations and/or awards your organization has received | Optional. You are not required to respond. |

**Part A – Alignment to the Massachusetts Standards for Professional Development [SCORING BEGINS HERE]**

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| **Application question or Prompt** | **Instructions** |
| **A1.** Describe how you use multiple sources of student and/or educator data, research, or a combination of research and data to inform the goals of your professional development.  You may upload no more than a one-page explanation, diagram or flow chart to answer A1. | Please provide a sufficient answer that addresses the prompt. You must describe the data sources that you use **and** how those data inform your professional development goals. It is insufficient to simply say that data informs PD goals or PD planning. If your organization uses research to inform PD goals, please provide some examples of the specific research **with citations.** See the Part A rubric for more on the expectations of this criterion.  Our application tool accepts Word documents and PDF. If you choose to upload a document, please use one of those formats. Otherwise, you may write your response in the space provided. |
| **A2.** Explain how you use data/information about PD participants to **differentiate[[2]](#footnote-2)** professional development to meet the unique needs of the PD participants.  You may upload no more than one-page explanation, diagram or flow chart to answer A2. | Your answer should provide a clear picture of how your organization **differentiates** materials for PD, in addition to how you differentiate instruction during professional development.  Our application tool accepts Word documents and PDF. If you choose to upload a document, please use one of those formats. Otherwise, you may write in your response in the space provided. |
| **A3a.**  What methods do you use to assess the quality and effectiveness of your PD?   * A formal evaluation report * Participant surveys * Self-assessment * Other. Specify\_\_\_\_\_ * Other. Specify\_\_\_\_\_   **A3b.** Explain how you use the results of these assessments to make improvements to professional development within a one year period. **In your response, please describe your process for each method selected in A3a and also address how often you assess your PD.**  **A3c.** Please provide one sample of a survey or other instrument used to assess the quality and effectiveness of your professional development. | A3a &b. To properly answer the prompt, each selected method must be described in A3b and your response must describe **the modifications that are made to professional development as a result of analysis of the data from the selected methods**. Be sure to include how often you use the particular assessment in a one year period.  A3c. Your sample must address or align to the MA PD standards. For example, do you give a survey that asks about the quality of the presenter or whether or not participants were satisfied with the ways in which the materials or presentations were differentiated? You may wish to review the indicators for each standard to determine alignment. |
| **A4.** Please describe how your services promote deep collaboration among participant. **Please provide at least two examples.** | Responses will be judged according to the rubric criterion. Please see the Part A rubric. |
| **A5.** How does your organization ensure that educators are able to apply learnings from PD to their practice? | Responses will be judged according to the rubric criterion. Please see the Part A rubric. |
| **A6.** Discuss your expectation of leaders (who directly supervise PD participants) in supporting educators after the PD. **Please include how and to whom you convey these expectations, and, where applicable, how you ensure that the expectations are met.** | Responses must address both your expectations of PD leaders **AND** your communication of those expectations. |
| **A7.** Describe the type of follow-up activities you do, including how long after completion of the PD you follow-up with participants.   |  |  |  | | --- | --- | --- | | Type of follow-up activity | How long after the PD do you follow up | Frequency of the follow-up activity in the academic year (September – June) | |  |  |  | |  |  |  | | Please provide at least one follow-up activity. |

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| Have you been informed by the professional development team at ESE that your organization is only required to complete Part A?  □ Yes  □ No | **If you did not receive a passing score on Part A in the previous application period and only wish to resubmit Part A, please click yes. By clicking yes, you are indicating that you would like the PD team to use your most recent part B application for review.** |

**Part B – CONTENT SPECIFIC**

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| **Application Question or Prompt** | **Instructions** |
| **B1.** Please select one content area. You must complete Part B for each content area in which you provide professional development.  **To conduct PD on integrated topics, you must be an approved PDP provider for each individual content area.** | Please see the [complete list of content areas](http://www.doe.mass.edu/pd/ContentAreas.docx).  **Only one content area may be chosen at a time. Please answer Part B questions for the selected content area. Once you have completed the Part B section, you will be given an option to choose another content area.** |
| **B2. For which grade spans can you provide professional development for the content area selected above? Check all that apply.**   |  | | --- | | **Grade Span** | | * **Lower Elementary (Pre-K, K, 1, 2)** | | * **Upper Elementary (3, 4, 5)** | | * **Middle School (6, 7, 8)** | | * **High School (9, 10, 11, 12)** |   **For which audiences can you provide professional development for the content area selected above? (Check all that apply)**   |  | | --- | | **Audience** | | Teachers   * Teachers * Teacher Leaders | | Administrators/Supervisors   * School-Level Administrations (Principals, assistant principals, supervisors, department/content leads etc.) * District-Level Administrations (Superintendents, assistant superintendents, etc.) * Coaches | | Specialized Instructional Support Personnel   * Guidance counselors * Nurses * Social workers, adjustment counselors, psychologists | | Educator- General:   * Paraprofessionals * Transition specialists * Advocates/community partners or leaders * Other: | | Provide the required information. |

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| **Application Question or Prompt** | **Instructions** |
| **B2a.** Please provide at least one piece of evidence of alignment with applicable Curriculum Frameworks **for each grade span** **selected and a brief narrative describing how your PD is aligned to specific standards in the relevant Massachusetts Curriculum Framework.** NOTE: You may also specify how your PD is aligned to national frameworks or standards. Examples of evidence include, but are not limited to, course syllabi, descriptions of previously developed courses, PowerPoint/Prezi presentations, or a short video (not more than 15 minutes) that show the alignment of the content to the applicable standard in the framework. All PPT/Prezi presentations and videos must be submitted as links that ESE can readily review; please type URL in the comments section as these files cannot be uploaded.  **B2b.** Please provide at least **one piece of evidence of content expertise and a brief narrative** describing how you will tailor your PD for the specific content area selected in this application. If your PD is aligned to particular state and/or national standards, benchmarks, or models, please explain. Examples of evidence include, but are not limited to, course syllabi, descriptions of previously developed courses, PowerPoint/Prezi presentations, or a short video (not more than 15 minutes) that demonstrate content expertise. All PPT/Prezi presentations and videos must be submitted as links that ESE can readily review; please type URL in the comments section as these files cannot be uploaded. | If an applicant selects one of the content areas with a Curriculum or Vocational Framework, question B2a will appear.    If an applicant selects a content area with no associated Curriculum or Vocational Framework, question B2b will appear.  Responses and evidence uploaded must align to the appropriate grade span(s) selected.  **If answering question B2a for mathematics, you must address a particular standard, in addition to mathematical practices.** |

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| **Application question or Prompt** | **Instructions** |
| **B3.** Which of the following **Teacher** Evaluation Standards does your PD in this content area address? (Check all that apply).  CheckBoxStandard I: Curriculum, Planning, and Assessment  CheckBoxStandard II: Teaching All Students  CheckBoxStandard III: Family and Community Engagement  CheckBoxStandard IV: Professional Culture  CheckBoxNone of the above  Please explain how you address **each** selected Teacher standard in your professional development.  Which **Administrator** Evaluation Standards does your PD in this content area address?  CheckBoxStandard I: Instructional Leadership  CheckBoxStandard II: Management & Operations  CheckBoxStandard III: Family and Community Engagement  CheckBoxStandard IV: Professional Culture  CheckBoxNone of the above    Please explain how you address **each** selected Administrator Standard in your professional development.  Which of the following **Specialized Instructional Support Personnel (SISP)** Evaluation Standards does your PD in this content area address? (Check all that apply).  CheckBoxStandard I: Curriculum, Planning, and Assessment  CheckBoxStandard II: Teaching All Students  CheckBoxStandard III: Family and Community Engagement  CheckBoxStandard IV: Professional Culture  CheckBoxNone of the above  Please explain how you address **each** selected SISP standard in your professional development. | Please only check the relevant standards of effective practice.  Responses will be judged according to the rubric criterion. |
| **B4.** How do you evaluate participants’ proficiency in the selected content area (e.g. use of formative and summative assessment)? Include both the type(s) of assessment given, and the criteria used to demonstrate mastery.  **B5**. Upload **two** examples of assessments used in your PD. Explain their use in your PD and explain how they help measure the objectives. (Please be sure to state the objective of the PD). | Your response should be a short narrative describing your methods for evaluating PD participants. Acceptable responses must also address (1) the type of assessment(s) given and (2) the criteria used to demonstrate mastery.  Responses for B5 should be specific to the assessments uploaded. |
| **B6.** B6. Indicate which of the tools you use to determine that your PD had an impact on educator practice after the professional development. (Check all that you use.)  **Then, in B6a, explain in the comment box and upload evidence for those selected.**  □ Classroom Observations after the PD  Results of local student assessment data  Participant surveys  Informal check-ins with participants  Formal check-ins with participants  Reviews of written reports summarizing instructional activity after the PD  Portfolios  Observations of a performance (student or teacher)  Reviews of a product after the PD  Other (specify):  Other (specify):  **B6a.** Please explain how you use each of the tools you selected in B6 in the comment box below, then upload evidence for each. | Responses will be judged according to the rubric criterion. |
| **B7.** How many instructor/presenters does your organization employ to deliver the content services covered by this application? | The response to B7 is not scored. |
| **B8.** Provide a curriculum vitae/resume for **every** instructors/presenters who directly facilitate professional development in the content area selected in B1. If there are more than ten (10) instructors, upload the ten instructors who most frequently facilitate professional development services. | Responses will be judged according to the rubric criterion. |
| **B9.** Provide two reference letters from clients who are familiar with the services you have outlined in this application. Be sure to include all contact information including email and phone numbers with extensions. The references must articulate the services you have provided for that client.[[3]](#footnote-3)  Upload one reference to B9a and one reference to B9b. Be sure to check the reference type below for each reference. | Please provide 2 or more letters of reference. Ensure that each letter discusses your expertise in the selected content area and/or your experience providing PD in the content area.  A reference letter may be used for multiple content areas. However, the letter must address the content area for which you are applying.  You will also be asked to complete a grid to identify the reference type and provide the name of the organization.  Reference types: district/school, educational collaborative, company or organization, institutions of higher education, Chapter 766 school (Approved Private Special Education School), an individual. |

**NOTE: Once your application is submitted, you will see the following message**:

Thank you for completing this application. **If you wish to apply for another content area, please use this link to begin another Part B application.** You will only need to complete the applicant information on page one and then you will be skipped to the Part B Content. Please complete Part B for every content area for which you would like to apply.

1. Institutions of Higher Education [↑](#footnote-ref-1)
2. Methods used to meet the needs of different audiences (e.g., novice vs. veteran, elementary vs. high school; urban vs. suburban). This may include modifying the content, process and/or expectations of how participants will demonstrate mastery. [↑](#footnote-ref-2)
3. Applicants may use the same references for multiple applications. Please ensure that references speak to your organization’s experience in the content area specified in B1. [↑](#footnote-ref-3)