

Section IV:

Guidelines for Registered Providers

44.03 (2) (a)

PDPs may be awarded by registered providers to certificate holders who complete a professional development activity and demonstrate proficiency in the relevant subject area or skill through an appropriate end-of-course assessment that satisfies Department guidelines.

Registered providers may award 1 PDP per clock hour for professional development activities that strengthen educators' content and/or professional knowledge and skills when the educator has demonstrated proficiency through an end-of-course assessment. A registered provider may award 1.5 PDPs with Department approval for an Advanced Academic course of study.

Note: Accredited institutions of higher education do not need Department approval to offer Advanced Academic Study.

Registered professional development providers are expected to:

- Know the content of the relevant state Curriculum Frameworks
- Plan professional development with clear objectives, relevant learning activities and conclusions
- Incorporate technology tools and appropriate media
- Build on educators' prior knowledge and experience
- Use principles of adult learning theory to engage educators in professional growth
- Employ a variety of teaching techniques such as direct instruction, practice, discussion, problem-solving, Socratic dialogue and research projects
- Provide many and varied opportunities for educators to incorporate new knowledge and skills into classroom practice or school and district management
- Assess proficiency through an appropriate end-of-course assessment

End-of-Course Assessments

PDPs may be awarded after an educator has demonstrated proficiency in a relevant subject area. Courses, seminars or institutes that strengthen content knowledge must include an appropriate end-of-course assessment. In most instances this will mean a written exam.

PDPs may also be awarded after an educator has demonstrated proficiency in a professional skill. Courses, seminars or institutes related to classroom work or school and district management issues must include an appropriate end-of-course assessment. In most instances, this will mean an observable demonstration of learning that could include a written product or other documentable product.



**Professional Development Provider
Profile Submission Form**

The Professional Development Provider Portfolio website is currently offline due to technical difficulties in the software program. In the interim, those who would like to offer PDPs for professional development must complete this form and mail it to:

*Alexia Cribbs
Center for Curriculum and Instruction,
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148*

Please allow 3-5 weeks for notification of registration acceptance

Please complete the following information

Provider Name:		
Contact Name:		
Contact Title:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Website URL:		
References: Please include the name, title, address, and telephone number of at least two (2) Professional references (attach sheet)		
Course Name:		
Curriculum Frameworks Content Area: <i>Massachusetts Curriculum Frameworks can be found online at: www.doe.mass.edu/frameworks/</i>		
Course Description: Please attach a brief description (100 word maximum) of <u>EACH COURSE</u> that will generate PDPs. Be sure to include the total number of hours the course will require as well as the type of end-of course assessment to be used.		
Course Presenters: Please attach a curriculum vitae for each presenter		

DO NOT WRITE BELOW THIS LINE

Date Received: _____

References Description Presenter info Framework: _____

Accepted: Yes No - Reason: _____

Total PDPs: _____

Authorized Signature: Title:
