Addendum: Aligning Educator Plans and Individual Professional Development Plans

This addendum is intended as a resource to guide conversations between educators and evaluators when completing Educator Plans and during regular discussions about educator performance and engagement in professional development. It is also intended to support alignment between Educator Plans and Individual Professional Development Plans (IPDPs), as allowed under 603 CMR 44.04 (1)(c), the supervisor and educator may determine that the same individual professional development plan will be used to satisfy both 603 CMR 44.00 (educator license renewal) and 603 CMR 35.00 (educator evaluation).

Educator Name: _______________________________ Educator License Number: ____________________

License Renewal/Expiration Date: ______________

For licenses renewed on or after July 1, 2016: An educator is required to complete 150 PDPs to renew a primary license. Of the 150 PDPs, at least 60 PDPs must be in the content area of the license and 30 PDPs must be in the content area or pedagogy related to the license. Additionally, of the 150 PDPs, at least 15 PDPs must be related to SEI or English as a Second Language and at least 15 PDPs must be related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles. An educator must also complete 30 PDPs in the content area of any additional license to be renewed (603 CMR 44.06).

Tracking PDP Progress:

1. Is the educator on track to complete 150 PDPs by expected license renewal date? ☐ Yes ☐ No
   
   If no, what action steps will be taken to support the educator in getting on track?
   
   ☐ Will update Educator Plan with targeted PD activities, including ________________________________
   
   ☐ Will conduct follow-up meeting(s) to reassess progress on (date) ________________________________
   
   ☐ Other: ____________________________________________________________________________________

2. Is the educator on track to complete 60 PDPs in the content area of the primary license? ☐ Yes ☐ No
   
   If no, what action steps will be taken to support the educator in getting on track?
   
   ☐ Will update Educator Plan with targeted PD activities, including ________________________________
   
   ☐ Will conduct follow-up meeting(s) to reassess progress on (date) ________________________________
   
   ☐ Other: ____________________________________________________________________________________
3. Is the educator on track to complete 30 PDPs in the content area or pedagogy of the primary license?  
☐ Yes  ☐ No

*If no, what action steps will be taken to support the educator in getting on track?*
☐ Will update Educator Plan with targeted PD activities, including __________________________
☐ Will conduct follow-up meeting(s) to reassess progress on (date) ________________________
☐ Other: _______________________________________________________________________

4. Is the educator on track to complete at least 15 PDPs related to SEI or English as a Second Language?  
☐ Yes  ☐ No

*If no, what action steps will be taken to support the educator in getting on track?*
☐ Will update Educator Plan with targeted PD activities, including _________________________
☐ Will conduct follow-up meeting(s) to reassess progress on (date) ________________________
☐ Other: _______________________________________________________________________

5. Is the educator on track to complete at least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles?  
☐ Yes  ☐ No

*If no, what action steps will be taken to support the educator in getting on track?*
☐ Will update Educator Plan with targeted PD activities, including _________________________
☐ Will conduct follow-up meeting(s) to reassess progress on (date) ________________________
☐ Other: _______________________________________________________________________

6. Is the educator on track to complete content area PDPs required for additional licenses?  
☐ Yes  ☐ No

*If no, what action steps will be taken to support the educator in getting on track?*
☐ Will update Educator Plan with targeted PD activities, including _________________________
☐ Will conduct follow-up meeting(s) to reassess progress on (date) ________________________
☐ Other: _______________________________________________________________________

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1 Educators who have earned the SEI endorsement through ESE have most likely met this requirement. All educators must complete 15 PDPs related to English as a Second Language (603 CMR 44.06 (1)(a)), however, not all educators are required to receive the SEI endorsement. More information about who is required to receive the SEI endorsement is available at [http://www.doe.mass.edu/retell/2012-1207SEI endorse.html](http://www.doe.mass.edu/retell/2012-1207SEI endorse.html).

2 Educators whose primary licenses are in the content area referenced in questions 4 and 5 (for example English as a Second Language, Moderate Disabilities, Academically Advanced) can use these 15 PDPs to earn additional content, content-based pedagogy or pedagogy PDPs.