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). The two plans may be used for both evaluation and licensure purposes, 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 before July 1, 2016: An educator is required to complete 150 PDPs to renew a primary license. Of the 150 PDPs, at least 90 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. An educator must also complete 30 PDPs in the content area of any additional license to be renewed (603 CMR 44.05).

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 90 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 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: ______________________________________________________________________________________________