

**PD Provider Registry Application Template**

*Providers may use this document to prepare responses and materials to submit when the updated online application becomes available. This document itself is not the application; please do not submit any version of this document to the Department of Elementary and Secondary Education.*

*The application includes two types of buttons:*

* *Radio buttons allow you to select only one answer from the list*
* *Checkboxes allow you to select as many items from the list as you choose*

This application is for non-higher education providers who wish to grant professional development points (PDPs) to all educators in Massachusetts. Please preview the questions on the application, and ensure that you have read the [PD Provider Guidelines](http://www.doe.mass.edu/edeffectiveness/prof-learning/providers/guidelines.docx) and [FAQs section](http://www.doe.mass.edu/edeffectiveness/prof-learning/faq.html) of the Massachusetts PD website.

The Part A section is meant to ascertain how well professional development programs align to the MA PD Standards. Part B is content-specific and will require demonstration of expertise in a chosen content area.

Districts, schools and educators searching for providers **can request access to application materials** beyond what appears in PD Registry profiles. Thus, bear in mind that your responses on the application may be seen by potential PD participants.

If you have **difficulty uploading documents** to this application, you can send them as e-mail attachments to profdev@doe.mass.edu, with the name of the PD provider in the **subject of the email.**

**Applicant Information**

**Provider Name:**

**Contact Name:**

**Contact Title:**

**Street Address:**

**City: State: Zip:**

**Phone Number:**

**Fax Number:**

**Email address:**

**Website URL:**

Have you already completed a content area for application (2016-2018), been approved, and want to add another content area? (If yes, you will be skipped to Part B.)

**Provider description**

1. Provide a brief summary (200 words or less) describing your services.
Note: This is the description that is posted, verbatim, on providers' profiles on the PD Registry.
2. Please list any accreditation or approval your organization has received from government agencies, nonprofits, or other institutions. (Optional)
3. How many professional development events does your organization offer in an average year? (Note: one (1) course would count as one (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
1. How many years have you/your organization been providing professional development in Massachusetts?
* 0-5 years
* 6-10 years
* 11-25 years
* Over 25 years
1. Type of organization
* Corporation, partnership or other company
* Non-profit organization
* Professional organization
* Government agency
* Individual
* Chapter 766 school
* Other (please specify)
1. Target audience(s)
* Teachers
* Teacher leaders
* Guidance counselors
* District admins: supts, asst supts, special ed directors, etc.
* Social workers, adjustment counselors, psychologists
* School admins: principals, asst principals, curriculum directors, etc.
* Nurses
* Teacher coaches
* Paraprofessionals
* Transition specialists
* Advocates/community partners or leaders
* Other
1. PD format(s)
* Action Research
* Course
* Meeting Series (committee, council, PLC, task force)
* Mentoring/Coaching
* Training Session/Workshop
1. Region(s) served
* Berkshires
* Central
* Greater Boston
* Northeast
* Pioneer Valley
* Southeast
* My PD is online
1. Mode(s) of interaction
* Face-to-face
* Blended (hybrid)
* Online

**Part A: Alignment to the Massachusetts Standards for Professional Development**

**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.

***If you have a one-page explanation, diagram, or flow chart that answers this question, please write "See attachment" in the text box and attach the file in question A1a.***

**A1a.  *You may upload no more than a one-page explanation, diagram or flow chart to answer QA1.***

**A2a.** What methods do you use to assess the quality and effectiveness of your PD? (Check all that apply)

* A formal evaluation report
* Participant surveys
* Self-assessment
* Other (Specify):
* Other (Specify):

**A2b.** 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 A2a and also address how often you assess your PD.***

**A3**. How does your organization ensure that educators are able to apply learning from PD to their practice?

Have you been informed by the professional development team at ESE that your organization is only required to complete Part A?

**Part B: Content Specific**

**B1.** Please select **one** content area. Note: You will be given a chance to choose another content area later. You must complete the entire 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.

* Arts
* Career/Vocational Technical
* College and Career Readiness
* Comprehensive Health
* Curriculum and Instruction – General
* Data and Assessment
* English Language Arts/Literacy
* English Language Learners
* Foreign Languages
* History/Social Science
* Instructional Technology/Digital Literacy
* Leadership/Administration
* Mathematics
* Safe & Supportive Learning Environments
* Science and Technology/Engineering
* Special Education – General
* Supervising Practitioner
* Supporting Additional Learning Time [Learning Supports and Early Learning]
* Other (Specify):

**B2.** For what grade span(s) do you provide professional development for [question ("piped title")]? (Check all that apply.)

* Lower Elementary (Pre-K, K, 1, 2, 3)
* Middle School (6, 7, 8)
* High School (9, 10, 11, 12)

*The following items on p. 4-8 will appear* ***only*** *if you have selected the content area to which they apply.*

For which subcategory of Arts do you provide PD?

* Performing Arts (e.g., dance, music, theatre)
* Fine Arts (e.g., painting, visual arts)

For which subcategory of Comprehensive Health do you provide PD?

* Physical Education
* Health Education
* Physical Activity
* Other (Specify):

What is the subcategory for Career/Vocational Technical Education? (Check all that apply).

* Technical content area
* Special populations
* Academic integration
* Assessment/Competency
* Other (Specify):

What is the special population?

* Individuals with a disability
* Individuals who are economically disadvantaged
* Individuals with limited English
* Individuals preparing for nontraditional fields
* Single parents
* Displaced homemakers

What is the academic integration?

* English Language Arts/Literacy
* History/Social Science
* Mathematics
* Science, Technology, Engineering

For which subcategory of College and Career Readiness do you provide PD? Check all that apply.

* Career Development Education (CDE)
* Dropout Prevention and Recovery
* Early College Designs
* Interdisciplinary Creativity and Innovation

For which subcategory of Leadership/Administration do you provide PD? (Check all that apply).

* ELL/SEl Administrators
* Special Education Administrators
* Leadership – general

For which further subcategory of Leadership/Administration do you provide PD? (Check all that apply.)

* Leadership and Governance
* Student Support: School Culture and Family and Community Engagement
* Financial and Asset Management
* Human Resources
* Professional Development
* Curriculum, Instruction and Assessment: Fidelity of Implementation
* Collaborative Leadership: Improving All Students' Outcomes
* Developing, Modeling, and Dissemination of Best Practices
* Screening and Progress Monitoring
* Strategic Planning
* System Change Activities
* Other (Specify):

For which subcategory of Instructional Technology/Digital Literacy do you provide PD? (Check all that apply.)

* Designing/Implementing learning activities, lessons, or courses for online or blended environments
* Designing/Implementing formative or summative assessments using digital tools
* Using ESE's digital resources (e.g., Edwin Analytics, Edwin Teaching and Learning, etc.)
* Using technology for instructional coaching
* Selecting/using assistive technologies and/or accessible instructional materials to meet the needs of students
* Using digital tools to enhance learning for special populations (e.g., ELLs, students with disabilities, credit recovery)
* Locating and vetting open resources and assessing whether they can help meet local curricular goals
* Other (Specify):

What is the subcategory for Curriculum and Instruction? (Check all that apply).

* Lesson/curriculum development
* Other (Specify):

What is the subcategory for Safe & Supportive Learning Environment? (Check all that apply.)

* School Counseling
* School Climate and Culture
* School Safety
* Behavioral Health
* Classroom management and discipline
* Cultural proficiency
* Family and community engagement
* General Student Support Services

What is the subcategory for Supporting Additional Learning Time? (Check all that apply.)

* Expanded Learning Time (expanded school day)
* Afterschool & Out-of-School Time (including, but not limited to 21st CCLC)
* Early Childhood
* Academic Support
* Service-Learning
* Civic Engagement

For what subcategory of Special Education do you provide PD? (Check all that apply.)

* Assessment of Students with Disabilities
* Disability Related Topics
* Evidence-based Best Practice
* Family and Community Engagement
* Program Evaluation and Improvement
* Results-Driven Leadership and Special Education Systems Improvement
* Other (Specify):

For which further subcategory of Assessment of Students with Disabilities do you provide PD? (Check all that apply.)

* Age Specific Considerations including Early Childhood and Secondary Transition
* Determination of Education Needs, Curriculum, Services, Individualized Education Programs (IEPs), and Placement
* Eligibility Determination
* Formative and Summative Assessments (i.e., development and appropriate use)
* Individualized Non-academic Assessment Practices including Integration with Academic Assessment
* MCAS and MCAS Alternative Assessment
* Progress Monitoring
* Related Services
* Other (Specify):

For which Disability subcategory do you provide PD? (Check all that apply.)

* All Disability Categories
* Autism
* Developmental Delay
* Intellectual Impairment
* Sensory Impairment
* Neurological Impairment
* Emotional Impairment
* Communication Impairment
* Physical
* Health Impairment
* Specific Learning Disability
* Other (Specify):

For which Best Practice subcategory do you provide PD? (Check all that apply.)

* Academic Supports and Non-Academic for Educators and Staff
* Behavior Management/Positive Behavior Supports
* Child/Youth Development and Self-Determination
* Co-Teaching/Collaboration
* Differentiated Instruction
* Early Childhood Outcomes/Early Childhood Transition
* Inclusion/Least Restrictive Environment (LRE)
* Individualized Non-Academic Practices
* Integrating Individualized Academic and Non-Academic Supports
* Laws and Regulations Implementation
* Paraprofessionals
* Progress Monitoring
* Related Service Provision/Integrated Therapies
* Secondary Transition
* Specially Designed Instruction including Accommodations and Modifications
* Technology Integration
* Universal Design for Learning
* Other (Specify):

For which subcategory of Family and Community Engagement do you provide PD? (Check all that apply.)

* For the Educator Partnering with Families and Community Members
* For the Parents/Community Members Partnering with Educators
* Other (Specify):

For which Program Evaluation and Improvement subcategory do you provide PD? (Check all that apply.)

* Alternative Dispute Resolution (e.g., SpedEX)
* Assessment
* Data Systems
* Disproportionality - Child with a Disability/Eligibility Category
* Team Facilitation Skills (i.e., the skills needed for consensus building during an IEP meeting)
* Evaluation of District/School Special Education Programs
* Federal and State Laws and Terminology Pertaining to the Education of Students with IEPs
* Graduation Rate/Drop-out Prevention
* IEP Process (i.e., from initial evaluation to placement)
* Initial Evaluation Timelines
* LRE - School-age/Pre-school
* Outcomes - Pre-school/Post-school
* Paraprofessionals
* Parent & Community Partnerships
* Suspension/Expulsion
* Technology Integration
* Transition - Early Childhood/Secondary
* Other (Specify):

For which subcategory of Results-Driven Leadership and Special Education Systems Improvement do you provide PD? (Check all that apply.)

* Academic Supports and Assessment Practices
* Behavior Supports and Assessment Practices
* Collaborative Family and School Problem Solving
* Collaborative Leadership: Improving All Students' Outcomes
* Developing, Modeling, and Dissemination of Best Practices
* Professional Development for All Educators/Related Service Providers/Paraprofessionals/Staff
* System Change Activities
* Technology Integration
* Other (Specify):

For what other subcategory do you provide PD?

* Other (Specify):

For which category of English Language Learners do you provide PD? (Check all that apply.)

* Methodologies and strategies in second language teaching
* WIDA
* Co-Teaching
* Academic Language
* Cultural Awareness
* Differentiation for ELL Students
* Assessment

For which Data and Assessment subcategory do you provide PD? (Check all that apply.)

* Data Literacy
* Assessment Data Literacy

For which Assessment Data Literacy subcategory do you provide PD? (Check all that apply.)

* General introduction: data literacy for student assessment data reports (paper and in Edwin Analytics)
* MCAS results analysis

*Item B2a will appear* ***only*** *if you have selected one of the following content areas: Arts, Career/Vocational Technical Education, Comprehensive Health, English Language Arts/Literacy, Foreign Languages, History/Social Science, Mathematics, or Science and Technology/Engineering.*

**B2a.** Please upload at least one piece of evidence of alignment with applicable Curriculum and provide a brief narrative describing how your PD is aligned to specific standards in the relevant [Massachusetts Curriculum Framework](http://www.doe.mass.edu/frameworks/current.html). 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.

**B3a.** Educator Evaluation Standards Addressed
If your target audience includes **teachers or Specialized Instructional Support Personnel,** which of the following Evaluation Standards does your PD in this content area address? (Check all that apply).

For more information about Teacher (or SISP) Evaluation Standards, see: <http://www.doe.mass.edu/edeval/model/PartIII_AppxC.pdf>

* Standard I: Curriculum, Planning, and Assessment
* Standard II: Teaching All Students
* Standard III: Family and Community Engagement
* Standard IV: Professional Culture
* None of the above

**B3b.** Please explain how you address **each** selected standard in your professional development.

**B4a.** If your target audience includes **school-level administrators,** which **Administrator** Evaluation Standards does your PD in this content area address?

For more information about Administrator Evaluation Standards, see: http://www.doe.mass.edu/edeval/model/PartIII\_AppxB.pdf.

* Standard I: Instructional Leadership
* Standard II: Management & Operations
* Standard III: Family and Community Engagement
* Standard IV: Professional Culture
* None of the above

**B4b.** Please explain how you address **each** selected Administrator standard in your professional development.

**B5.** How do you evaluate participants' proficiency in the selected content area (e.g., formative and summative assessment)? Include both the type(s) of assessment given, and the criteria used to demonstrate mastery. **(PD Standard 4)**

An acceptable assessment: \* demonstrates the **knowledge and/or skills that participants have gained**, in alignment with the goals of your PD\* is **NOT** a measure of participants' opinions of the PD quality, such as a post-PD survey (item A2 deals with this type of measure).

Examples of assessments include, but are not limited to:
\* essays/written responses
\* lesson plans involving the PD topic
\* presentations

**B6.** 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). **(PD Standard 4)**

**B7.** 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.) **(PD Standard 4)**

* 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):

**B8.** How many instructors/presenters does your organization employ to deliver the content services covered by this application? **(PD Standard 9)**

**B9.** Provide curriculum vitae/resumes for **every** instructor/presenter who directly facilitates professional development services in the content area for which you are applying. (PD Standard 9)

Note: Because districts, schools and educators may request to see the application materials of providers on the PD Registry, you **may redact personal contact information** on CVs.

Also, please note that applications **will not** be accepted unless
\* every instructor's CV is included, and
\* every instructor's CV demonstrates expertise in the **content area for which you are applying**.

In there are more than ten (10) instructors, upload the ten instructors who most frequently facilitate professional development services.

**B10.** Provide two reference letters from clients who are familiar with the services you have outlined in this application, such as part participants or their supervisors. Be sure to include all contact information including email and phone numbers with extensions. The references must articulate the services you have provided for the client. (PD Standard 9)

Applicants may use the same references for multiple applications; however, be careful to ensure that each reference speaks to your organization's experience in the **specific content area** specified in each application. A reference that does not explicitly refer to the author's experience with the PD you offer in the specific content area will **not be accepted**.