***PROFESSIONAL LICENSE RENEWAL AUDIT PACKET CHECKLIST***

To assist you with ensuring a timely audit, please carefully review your professional development documents and refer to this checklist below.

□ I have uploaded a copy of my Individual Professional Development Plan (IPDP). My IPDP is consistent with district and school goals, signed by my Supervisor or Supervisor’s designee. If I do not have a signed Plan, I will include a written explanation. An IPDP form template is found at: <https://www.doe.mass.edu/licensure/advance-extend-renew-license.html>

And / Or

 I have uploaded a copy of my Educator Plan. My Educator Plan outlines actions that I have taken in order to attain goals, including but not limited to professional development activities, self -study, as well as other resources for completing these actions. My Plan is consistent with district and school goals, signed by my Evaluator. If I do not have a signed Plan, I will include a written explanation. The Educator Plan template is found at: <https://www.doe.mass.edu/edeval/>

□ I have uploaded my License Renewal Activity Log for my Primary and/or Additional area license(s), (Form B), to include my PD activities/PDPs categorized under: Content, Pedagogy, SEI/ESL/Bilingual, Special Needs/Strategies,and Electives,not exceeding five years back from the renewal application date. **NOTE: You may categorize your Content-based Pedagogy PD activities/PDPs under Content or Pedagogy.** ThePD Activity Log template is found at: <https://www.doe.mass.edu/licensure/forms-guidelines.html>. If you have a similar form issued by your school district or other educational organizations, feel free to use it in place of the License Renewal Activity Log (Form B).

□ I have uploaded Supporting Documents for each Professional license renewed. Documents may include, but are not limited to the following:

\*Official college/university transcript(s)

\*A Professional Development transcript issued by a School District

\*School/District letter, signed by an Administrator

\*Certificates of completion with Professional Development Provider’s signature



[**www.doe.mass.edu/licensure**](http://www.doe.mass.edu/licensure)