Professional Development Plan (PDP)

Employee Information:

Name: ___________________________________________ E# __________________

School/Location: ________________________________________________

Certification Information (Please see instruction sheet to determine how to access your certificate type in Workday):

I hold a/an:

Standard Professional I   Validity dates: ________________
Advanced Professional   Validity dates: ________________

Renewal Plan:

I am eligible for the Senior Teacher Waiver. I will be 55 years of age or older or will have 25 years or more of experience by the expiration date of my current certificate.

To renew my certificate, I am required to complete (Please see instruction sheet for link to MSDE renewal requirements):

_____ acceptable credits by ____________
_____ credits of reading course work by ____________
_____ hours of Continuing Education Units (CEUs)/Workshops* by ____________

*For Guidance/School Counselors, School Social Workers, School Psychologists, and Mental Health Therapists ONLY

Plan of Action: (this should include projected course work, workshops or degrees to be completed during the validity period of your certificate)

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Administrator/Supervisor Recommendations or Comments: ____________________________________________

____________________________________________________________________________________________
____________________________________________________________________________________________

Employee Signature: _______________________________________________ Date: __________

Administrator/Supervisor Signature: ________________________________ Date: __________