



Please read prior to completing the Professional Development Plan.

Educators who hold a Standard Professional I Certificate or Advanced Professional Certificate are required to complete a Professional Development Plan. Your current certificate information can be found on Workday using the following instructions:

From the main Workday page > select Personal Information> In the right-hand column (View) select About Me> Select Career tab > Certifications should appear on the screen (you can toggle to Education).

- Please review the Maryland State Department of Education (MSDE) [renewal requirements](#) prior to completing this form.
- If you are eligible for the Senior Teacher Waiver, please complete the following sections only:
 - Employee Information
 - Certification Information
 - Check the first box of Renewal Plan
 - Sign and date the form
 - Forward to your Administrator/Supervisor for signature
- Acceptable credit is defined as approved credit taken at a regionally accredited IHE or through MSDE/HCPSS CPD. Course work must relate to teaching or work assignment, or to another subject area of certification. Courses must carry a grade of “C” or above or “pass” and must be earned within five (5) years immediately preceding the date on which the certificate is issued.
- It is the responsibility of the educator to verify that all required documentation is on file prior to the expiration date of your certificate.
- Please forward this document with your Administrator/Supervisor their signature

Please send your completed PDP form and required certification documents to your Employee Credentialing Specialist:

[Lasheda Young](#) - Employees with Last Names A-G

[Danielle Clinton-Williams](#) – Employees with Last Names H-P

[Lindy Sims](#) - Employees with Last Names Q-Z



Professional Development Plan (PDP)

Employee Information:

Name:	ENumber:
School/ Work 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)

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Administrator/Supervisor Recommendations or Comments:

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Employee Signature:	Date:
School Administrator/ Location Supervisor Signature:	Date:

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