

Professional Development Activity

One of the most rewarding features in licensure standards is the opportunity for an educator to be innovative and creative in designing professional development that is personal to their professional assignment, classroom, building, district, and students. Educators can seek continuing education credit opportunities in a variety of ways.

1. Upon completion of coursework or workshops, an educator receives transcripts, or a certificate of attendance with contact hours, which must be scanned and attached in HR Kiosk under “**Create Activity**” tab.
2. To receive hours towards renewal under **Individual Guided** areas, educators will need complete documentation in HR Kiosk. Check the appropriate box(s) and complete the **Description** and **Activity Focus** descriptors. Educators may submit documentation in advance to ensure the approval of the activity prior the completion of the activity. The actual amount of credit is verified by the educator in concert with the LPDC.
3. The educator is responsible for their Individual Professional Development Plan and for selecting and pursuing activities which assist in reaching the goals identified in the plan.
4. Documentation of university coursework, traditional workshops and any other approved professional development activity must be scanned and uploaded in HR Kiosk.