



**LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
CATEGORY ACTIVITY COMPARISON**

Category	1	2	3	4
Type	Penta Staff Development	College Courses/ Off Campus Workshops	Educational Group/ Committee Participation	Independent Activities/ Projects
Maximum Hours/CEUs Permitted	0 - 180 (0 - 15.0 CEUs)	0 - 180 (0 - 18.0 CEUs)	0 - 100 (0 - 10.0 CEUs)	0 - 150 (0 - 15.0 CEUs)
Description	Penta Professional Development Activities	College course work (1 sem. hr. = 3 CEU=s) or workshops where CEUs or certificates of attendance are issued.	Building, district, or county level committee or other education work that enhances professionalism.	Independent projects developed with the purpose of enhancing or increasing an individual's educational skills.
Preapproval of Activities	Not required	Not required	Required	Required
Documentation	Penta CEU Certificate	CEU, Transcript or Certificate of Attendance	Activity Verification Form	Activity Verification Form with Tangible Product to Share
Sample Activities	On Campus Workshops sponsored by Penta Career Center Staff Development Committee.	College courses Off Campus Workshops including B & I sponsored training.	Mentoring, Advisory Teams, Curriculum Committees, Grant Writing.	Peer Observation, Research, Externships, Presentations, Teaching a College Course, National Board Certification, Educational Projects,

				Readings, Publications, Cooperating Teacher.
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NOTE***

- All activities must relate to your Individual Professional Development Plan goal areas.
- Further information about activities is available under Category Activity Guidelines.
- Educators are encouraged to select from more than one category in meeting their 180 clock hour requirements.
- Substitute teachers must have pre-approval to choose from Categories 3 and 4.

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**LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
CATEGORY ACTIVITY GUIDELINES**

Category	Activity	CEU Value	Verification	Criteria
1	Penta Staff Development	1 clock hr. = 0.1 CEU	Penta CEU Activity	Penta Professional Development Activities related to IPDP goals.
2	College Courses	1 semester hr. = 3 CEUs 1 quarter hr. = 2 CEUs	Transcript	Must be related to IPDP Goals.
2	Workshops	1 clock hr. = 0.1 CEU	CEU Certificate or Certificate of Attendance	Only time spent in IPDP Goal related activities.
	Business/Industry	1 clock hr. = 0.1 CEU	CEU Certificate or	Training related to teaching assignment.

Category	Activity	CEU Value	Verification	Criteria
2	Related Training		Certificate of Attendance	
3	Mentoring	1.0 CEU per year	Activity Verification Form and End of Year Summary	Mentor of teacher or administrator in Entry Year Program.
3	Curriculum Development	1 clock hr. = 0.1 CEU 0-3 CEUs per license cycle	Activity Verification Form/ Copy of Product	Service on local, county, state or national formal committee.
3	Professional Committee	1 clock hr. = 0.1 CEU	Activity Verification Form/ Attendance	Service on local, county, state or national formal committee.
3	Grant Writing	1 grant = 1 CEU	Activity Verification Form and Copy of Grant	Not dependent on award of grant. Planning and preparation only, not for management of grant.
4	Publication	1 article = 1 CEU	Activity Verification Form and a copy of the publication	Must contribute to the education profession and be commercially published.
4	Peer Observation	1 clock hr. = 0.1 CEU	Activity Verification Form and product to share	Not part of mentoring program.
4	National Board of Professional Teaching Standards	10 CEUs for completion 6 CEUs for participation	National Board Certificate	Must be related to IPDP Goals.

Category	Activity	CEU Value	Verification	Criteria
4	Professional Vocational Board Certification	1 clock hr. = 0.1 CEU	Certificate of Completion	Time in course work/clinics for test preparation purposes only.
4	Cooperating Teacher for a Student Teacher/ Practicum Teacher	Per semester: 0.5 pre-methods 1.0 methods 1.5 CEUs per student teaching	Activity Verification Form and tangible product to share	Max 5 CEUs per license cycle
4	Teaching a College Course	1.5 CEUs for semester 1.0 CEU per quarter	Activity Verification Form	
4	Professional Presentation	1 presentation = 0.5 CEU	Activity Verification Form and tangible product to share	Applies to the first presentation of a topic each license cycle.
4	Educational Project	1 clock hr. = 0.1 CEU 0-3 CEUs per project	Activity Verification Form and tangible product to share	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only.
4	Self-Directed Educational Development	1 clock hr. = 0.1 CEU 0-5 CEUs per license cycle	Activity Verification Form and tangible product to share	May include professional reading, discussion groups, research, must enhance individual=s work in the professional or contribute to educator=s area of specialization.
4	Externship	1 clock hr. = 0.1 CEU 0-4 CEUs per license cycle	Activity Verification Form and tangible product to share	Must enhance individual=s work in the profession or contribute to educator=s specialization.

- NOTE*****
- 18 CEUs/180 clock hours are required for license renewal/initial issuance.
 - Preapproval is strongly recommended for all Category 4 activities.
 - Substitute teachers may choose from Category 2, 3 and 4 activities only.

It is the professional responsibility of each Penta Career Center certificated/licensed employee to monitor dates and manage the renewal of his/her certificate(s)/license(s). Each educator must also maintain proper documentation for renewal and meet required time lines for the LPDC processing of these materials.