

Kansas Independent Colleges Professional Development Council

A Document for K.S.D.E. Licensure Renewal

Professional Development Plan Handbook

Effective TBD - July 31, 2027

Date Plan Approved by State Board of Education: 6/13/23
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5-year Professional Development Plan Approval

The Kansas Independent Colleges Professional Development Council approved the following plan, at its meeting held on 5/19/2023, according to KAR 91-1-216 (c) for submission for approval of the Kansas State Board of Education.

PDC Chair: _____

Vicki Schmidt

Signature

5/19/2023
Date

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Kansas Independent Colleges Professional Development Council

Preface

The foundation of this document comes from the Kansas State Department of Education's (KSDE) Kansas Professional Development Program Guidance. Our focus is to adapt the guidelines to meet the needs of the independent institutions' higher education faculty and staff while meeting KSDE Regulations. This is a collaborative project between all Kansas independent institutions (Kansas Association of Private Colleges of Teacher Education-KAPCOTE).

Council Philosophy Statement

The Kansas Independent Colleges Professional Development Council (hereafter referred as the council or KIC PDC) is committed to professional development as a means of assuring continuous professional development of faculty and staff. Professional development at the university and college levels shall be multifaceted and tailored to meet both program and individual needs.

Council Purpose Statement

The purpose of the Kansas Independent Colleges Professional Development Council is to provide opportunities for higher education faculty to continue to pursue and document growth as an educator. The KIC PDC provides the necessary framework by which higher education faculty and staff can maintain licensure with the Kansas State Department of Education and monitors professional development activities to ensure quality and consistency in point awards among participating institutions.

Council Goals

1. To provide the opportunity for universities to meet the professional development needs of faculty and staff.
2. To provide a process for colleges/universities to schedule professional development activities for their faculty and staff to meet licensure renewal requirements.
3. To use identified needs assessments to improve teaching and learning.
4. To assess the impact of professional development activities on teaching and learning.

Council Officers

1. The officers of the KIC PDC will be the Chairperson, Chair -elect, and Secretary.
2. The duties of the Chairperson will include, but not be limited to:
 - Presiding at all regular meetings
 - Calling and presiding at all special meetings
 - Preparing and distributing agenda in advance of the meetings
 - Providing notification of all meetings
 - Insuring that PDC records are accurately completed and kept safely in a designated location
 - Carrying out other necessary duties to ensure the success of the KIC PDC
3. Duties of the Chair-elect will include, but not be limited to:
 - Fulfilling all the duties of the Chairperson in the Chairperson's absence
 - Carrying out other duties assigned by the Chairperson or KIC PDC
4. The duties of the Secretary will include, but not be limited to:
 - Taking and maintaining the minutes of all meetings
 - Publishing and distributing the minutes of all meetings
 - Carrying out other duties assigned by the Chairperson or KIC PDC

Council Membership and Selection

- Each region shall select one representative to serve on the KIC PDC. Representatives serving on the PDC must hold a current Kansas teaching license and must be teaching at least one college class. No more than two of the five members of the KIC PDC may hold leader licenses.
- KAPCOTE institutions are divided into three regions—northeast, mid-central, and south.
 - Northeast—Baker, Benedictine, Donnelly, Haskell, MidAmerica Nazarene, Ottawa, and University of Saint Mary
 - Mid-Central—Bethany, Central Christian, Kansas Wesleyan, McPherson, Sterling, and Tabor
 - South-Central—Barclay, Bethel, Friends, Newman, and Southwestern
- Each region’s currently licensed members will nominate individuals to serve, and the region will vote to make a selection.
- KAPCOTE currently licensed members will nominate a fifth individual elected at large to serve a three-year term.
- Selected individual names shall be sent to the Chairperson by September 1 of each year.
- KIC PDC members will nominate and vote on a chairperson elected at large to serve a three year term.
- All appointments shall be for a 3-year term.
- The Council representatives will elect the Chair-elect and Secretary at the first meeting of the year for a one-year term.
- In the event of an unexpected vacancy, KAPCOTE currently licensed members will nominate an individual from the appropriate region to fill the vacancy for the remainder of the exiting member’s term ensuring that the member selected maintains the 3/5 ratio of teachers to leaders.

Council Responsibilities and Functions

The KIC PDC will:

1. Participate in **annual training** related to roles and responsibilities of council members.
 - Members will be individually responsible for participating in the required annual training as prescribed by the council chairperson. The training will be a KSDE approved training (either in person or online). Members must complete annual training on or before the first meeting of the council each academic year. Associated documentation of the required training must be submitted to the PDC chair and will be maintained in the KIC PDC Google drive for a period of six years.
2. Review operational procedures including Impact (Form C-3) of professional development activities.
3. Use identified needs assessments to assist individuals in identifying professional development goals which are aligned with the needs of the system.
4. Review and recommend the approval or disapproval of individual Professional Development Plans (PDP) for renewal of licensure.
5. Approve professional development activities and designate the number of professional development points assigned to each activity.
6. Verify completion of professional development activities and validate points awarded.
7. Collaborate with member institutions to identify professional development needs of faculty and staff.
8. Develop a five-year in-service education plan based on criteria established by the state board submitted by August 1 of the school year in which the plan is to become effective.

Council Meetings

1. The KIC PDC will meet quarterly and additional times as needed.
2. All decisions will be decided by a simple majority of the total KIC PDC membership providing a quorum of at least 50% of the voting membership is present. Agenda items may be submitted by any KIC PDC member.
3. Agenda items must be submitted in writing to the KIC PDC Chairperson at least five working days prior to the meeting.
4. At the beginning of the meeting, agenda items may be added by the KIC PDC Chairperson subject to the approval of the KIC PDC membership.
5. Meeting dates will be established annually and announced in advance.
6. Meetings may be held through technological communication resources.

Council Records

1. The five-year in-service plan includes a signature page verifying professional development council members reviewed and approved it.
2. Meeting records and materials are kept on file for a period of six years. Files are stored in a shared Google drive to which all council members have access.
3. A signed copy of the Individual Professional Development Plan (PDP) for each individual is kept on file.
4. Members may download templates and necessary forms from and upload completed forms to the secure website ([KIC PDC Website](#)).
5. Individuals have access to their own files and PDC transcript during regular business hours.
6. The KIC PDC Chairperson shall maintain a record of points earned by an individual for six years.
7. Any KIC member may be given an official PDC transcript when leaving a KIC.
8. KIC members may move from one KIC to another KIC and maintain their PDP.

Guidelines for Professional Development Activities

The KIC PDC will approve activities that:

1. Are consistent with the respective university, college, department, or approved individual goals.
2. Contain clearly stated results related to the objectives that are attainable within the timeframe of the activity.
3. Specify the number and level (Knowledge, Application, Impact) of professional development hours/points generated by the activity and the groups to be involved.
4. Are activities in one or more of the following areas: content standards, professional education standards, or service to the profession?

Review Protocol of Professional Development Activities

Each KIC PDC representative will follow up with his/her regional participants regarding the effect of the activity on professional performance. The documentation presented for approval will be analyzed by the council as to the relevance of the activities, the degree to which the activities meet the performance objectives, and the relationship of the activities to the field of licensure. This may be done through visits with the participants, review of presentation and program materials, data, records, questionnaires, etc.

Amending the Council Professional Development Plan

The PD Plan shall be reviewed annually as part of the evaluation of its status in meeting goals and objectives. Feedback will be solicited annually from currently licensed

KAPCOTE members to determine gaps in meeting the council's goals and objectives. If the evaluation results in a need to amend the PD Plan, any changes made will be added to the Plan Updates form at the beginning of the plan, including the description of the change and the date the PDC approved it. Information regarding updates to the Professional Development Plan will be shared at the annual spring meeting of KAPCOTE.

Individual Professional Development Plans

Writing an Individual Professional Development Plan and Determining Activities

The Individual Professional Development Plan (PDP) is a five-year plan. Changes and updates may be made annually.

The steps an individual must take in completing an individual professional development plan are:

1. Identify personal professional development needs. These should include the need for points for licensure renewal. Points must be obtained in one or more of the following 3 areas: content endorsement standards, professional education standards, and service to the profession.
2. Determine professional development goals that are based upon identified needs.
 - a) Select strategies that will best provide the skills and knowledge necessary to meet your personal professional development goals. Professional development may be done independently and include such things as action research, case studies, and reflective logs or journals.
 - b) The Individual Professional Development Plan should include goals or clear statements of what you wish to know and be able to do because of the professional development. Ideally, the plan should also include indicators for each of the three levels (Knowledge, Application, Impact). Indicators are used to determine if the planned professional development has led to the desired results. Progress toward indicators should take place at regular intervals throughout each school year as well as annually.
3. Complete the Individual Professional Development Plan (Form A- Appendix A) and submit it to the regional representative of the KIC PDC by September 20 of each academic year.
4. After the regional representative has had the opportunity to review and sign the plan, the regional representative will submit the plan to the chairperson of the KIC Professional Development Council by October 15 for final approval. The PDC chairperson will notify individuals of approval status by email no later than November 1.

Lack of agreement between the Kansas Independent Colleges Professional Development Council and an individual on any phase of the PDP will be handled through a request to review the first submission of materials. The individual will make a written request to the Chairperson of the KIC PDC. At the

next KIC PDC meeting the individual may submit additional materials and rationale in defense of their case. A second vote of the KIC PDC will be made. KSDE Regulation 91-1-106(d) provides an appeal to the LRC if KIC PDC does not reach a resolution on the PDP.

KSDE Regulation 91-1-106(d) If a person is unable to attain approval of an individual development plan through a local professional development council, the person may appeal to the licensure review committee for a review of the proposed individual development plan. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Jan 2, 2004.)* After all local PDC appeals of a non-approval for an individual development plan are exhausted, licensed staff may appeal to the state licensure review board (KAR 91-1-206(d)). The individual staff member may call KSDE Licensure at 785-296-2288 and ask for the Licensure Review Board Coordinator to begin the process.

A professional development Individual Action Plan Worksheet [Form B] will be completed for each individual goal. Each goal selected shall be addressed with separate activities and/or interventions. The action plan shall support the following different types of goals; University/College, Department, and Individual.

University/College Goals: Each college/school emphasizes a conceptual framework that is the basis of undergraduate and graduate education preparation programs. Goals must relate directly to the knowledge, skills, and dispositions identified in the conceptual framework.

Department Goals: Department goals are areas of emphasis that are narrower in focus but still focus on the university/college conceptual framework. These goals will relate directly to the programs offered in that department.

Individual Goals: An individual goal is a personal objective to improve professionally. Individual goals should support university/college conceptual framework and department goals.

The action plan is to help each faculty or staff member determine the level of involvement and the number of points to request. The KIC PDC is aware that circumstances change as faculty and staff work toward professional improvement. For example, professional development activities may not be available when needed, new strategies may prove to be ineffective, or a faculty or staff member may wish to become involved at a higher level because of success with a strategy. The level of activity (Knowledge, Application, Impact) may be modified by the individual and the regional representative. Checkpoints should be put into place to allow the individual member and the regional representative to modify and adjust the Individual Action Plan Worksheet (Form B) as needed.

The Points Request form (Form C) and the corresponding forms as needed and appropriate (Form C1, C2, C3) will be filed with the PDC regional representative by May 1. The regional representative shall file the forms with the KIC PDC by May 15 each academic year. The regional representative will follow up with his/her region's participants regarding the effect of the activity on professional performance. The documentation presented for approval will be analyzed by the council as to the relevance of the activities, the degree to which the activities meet the performance objectives, and the relationship of the activities to the field of licensure. This may be done through visits with the participants, review of presentation and program materials, data, records, questionnaires, etc. The PDP points awarded are based on the KIC PDC handbook and adapted Kansas State Department of Education Professional Development Guidelines. The

points a person may receive range from the Knowledge Level (one point per clock hour) to Application (2 X Knowledge Level points) to Positive Impact (3 X Knowledge Level points) within each goal activity. Knowledge level points must be awarded before points can be awarded for Application and likewise Application points before Positive Impact points. Service to the Profession points are awarded at one point per clock hour and are not subject to application and impact.

Professional Development Points Related to Conceptual Framework

Professional development points are awarded not just according to whether or not an educator has attended training. Points are awarded for activities which meet the definition of either in-service education OR service to the profession.

In service education means professional development and staff development and shall include any planned learning opportunities provided by licensed personnel employed by the school district or other authorized educational agency for purposes of improving the performance of these personnel in already held or assigned positions.

Service to the profession means any activities that assist others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to licensure of professional educators, accreditation processes, or professional organizations.

Points are awarded according to:

- How professional development has led to increased knowledge relative to the conceptual framework and the person assigned university/college activities;
- How it has been applied in practice to the person assigned university/college activities; and
- What the results of that practice have been on the person assigned university/college activities.

If an individual holds a bachelor's degree, he or she must submit 160 professional development points earned under an approved individual development plan to renew their professional license. Half of the professional development points (80 points) must be awarded for completing appropriate college or university credit. One semester credit hour is equal to 20 professional development points. The Professional Development Council will determine whether coursework applies to content and /or professional education standards prior to awarding points.

If an individual holds an advanced degree, he or she must submit 120 professional development points earned under an approved individual development plan to renew their professional license. The PDC will determine the appropriateness of college credit prior to awarding points. An individual with a graduate degree is not required to earn any points from completing semester credit hours. They may submit professional development points earned through any combination of semester credits and other professional development activities.

If an individual holds an advanced degree and that person is participating in an educational retirement system in Kansas or another state, he or she must submit 60 professional development points under an approved individual development plan to renew their professional license.

Individuals may apply semester credit hours directly to licensure renewal without being awarded professional development points for the credits ONLY if the credit hours are earned as part of an approved teacher preparation program for an added endorsement area, or for a school specialist or

leadership license. The professional development points used for renewal of a license must be earned in at least one of three areas: Content Endorsement Standards; Professional Education Standards; or Service to the Profession.

Guidelines for Awarding Points

1. Points will take into account the three levels:
 - **Knowledge:** “What do you *know* now that you didn’t know before?” The individual is able to tell or write what has been learned; and the information is relevant to instruction or an education program.
 - **Application:** What knowledge are you applying in the classroom or to policies that you expect will improve student outcomes or behavior? This pertains to the newly acquired knowledge by the individual. The individual has applied what was learned over a semester through classroom instruction; or the individual has applied what was learned over a semester to specific programs such as curriculum, the assessment system, staff development or policy.
 - **Positive Impact:** What is the *result* of your newly acquired knowledge and skill in terms of *impact* on candidates, other adults, programs or policy development? How has student performance improved? What has positively changed about the program? Positive changes in candidate learning are documented through aligned assessment results accumulated over an extended period of time (a semester); or positive changes in programs or policies are shown through documented results.

Please note that Application and Positive Impact cannot take place during the same semester.

Professional development plans for licensure renewal"	Content	Professional Education	Service to the Profession
Knowledge What do you know now that you did not know before?	1 pt. = 1 clock hr.	1 pt. = 1 clock hr.	1 pt. = 1 clock hr.
Application What knowledge are you applying in the classroom or to policies that you expect will improve student outcomes or behavior?	2 X Knowledge Level points	2 X Knowledge Level points	No points awarded at this level.
Impact How has student performance improved? What has positively changed about the program?	3 X Knowledge Level points	3 X Knowledge Level points	No points awarded at this level.

The number of points awarded will be based on the following:

2. Points will be awarded only for activities or appropriate activities included/substituted in the PDP. Points cannot be awarded retroactively for activities not included in the PDP.
3. Points will be based on goals related to three types of activities in the field of study:
 - Improvement of Instruction
 - Attending workshops or conferences
 - Participating in campus or state professional development
 - Participating in regional, national, or international professional development
 - Development of technology skills
 - Taking a college course for credit
 - Other activities approved by the KIC PDC
 - Scholarly Activity (All activities must be connected to the content standards on the license, professional education standards or service to the profession.)
 - Presentation
 - Local/State
 - Regional/National/International
 - Research
 - Campus or State
 - Regional, National, or International
 - Publications
 - Referred Journal
 - Book Chapters
 - Books
 - Other activities approved by the KIC PDC
 - Grants
 - Local/State
 - Regional/National/International
 - Service to the Profession (Reg 91-1-215(k))
 - Campus
 - Community
 - State
 - National/International

Leadership in Professional Organization
Other activities approved by the KIC PDC

4. Approved activities will be awarded points according to the table below.

Professional Development Council Activity Point Allocation

Improvement of Instruction Activities	Point (as approved by KIC PDC)	Evidence for all Activities
Workshop, professional conference, seminar, or campus staff development activity	<u>Knowledge:</u> Attendance Only 1 hour=1 point <u>Application:</u> Knowledge that was learned has been applied over a semester in classroom instruction; or to specific programs such as curriculum, the assessment system, or staff development=2 x Knowledge points <u>Impact:</u> Positive changes in candidate learning are documented through aligned assessment results, or positive changes in programs or policies are shown through documented results accumulated over a semester=3 x Knowledge points	Completed Form C-1
Developing a new course (including online)	1 hour=1 point	Completed Form C-1
Visits to PK-12 schools for the purpose of learning current practices	1 hour=1 point	Completed Form C-1
Scholarly Activities	Points (as approved by KIC PDC)	Evidence for all Activities
Presentation Preparation Time Presentation of program	1 hour=1 point 1 meeting hour=1 point	Log of preparation time signed by the department chair (Form D) and completed Form C-1 One page abstract of presentation, including date, conference, and title of presentation and completed Form C-2 or C-3
Research Preparation Time Presentation of research	1 hour=1 point 1 meeting hour=1 point	Log of preparation time signed by the department chair (Form D) and completed Form C-1

		One page abstract of research including date and title of research and completed Form C-2 or C-3
Journal Article or Book Chapter		
Preparation Time	1 hour=1 point	Log of preparation time signed by the department chair (Form D) and completed Form C-1
Publication	No points. End result of preparation and writing time.	One page abstract of publication including title of article, date and title of journal and completed Form C-2 or C-3
Book		
Preparation Time	1 hour=1 point	Log of preparation time signed by the department chair (Form D) and completed Form C-1
Publication	No points. End result of preparation and writing time.	One page abstract of publication including title of book, date and name of publisher and completed Form C-2 or C-3
Grant (based on new knowledge)		
Preparation time for submission	1 hour=1 point	Log of preparation time signed by the department chair (Form D) and completed Form C-1
Funded Grant	No points. End result of preparation and writing time.	One page abstract of grant including title of grant, date and source of funding and completed Form C-2 or C-3
Application and Impact points will be considered on a case by case basis.		
Work on designated campus, state or national committee (Must be related to content standards on license, professional education standards or meet definition of service to the profession.)	1 meeting hour=1 point	Service Meeting Log (Form E) and completed Form C-1
Preparation time for service in item below	1 hour=1 point	
Service on education-related community committee or board	1 meeting hour=1 point	Service Meeting Log (Form E) and completed Form C-1

Preparation time for presentation Presentation of educational topic to a community group or the media	1 hour=1 point 1 meeting hour=1 point	Service Meeting Log (Form E) and completed Form C-1
Preparation time for leadership role in organization Leadership in Professional Organizations	1 hour=1 point 1 meeting hour=1 point	Service Meeting Log (Form E) and completed Form C-1
Other Activities	Points (as approved by KIC PDC)	Evidence (as approved by KIC PDC)
Taking a college course (Must be related to content standards on license, professional education standards and meet definition of service to the profession.)	1 semester college hour=20 points	Official college/university transcript
Activities approved in Advanced by the KIC PDC that are applicable to the university or the individual (Must be related to content standards on license, professional education standards and meet definition of service to the profession.)	1 hour=1 point	Documentation specified by the KIC PDC and applicable Form C-1, C-2, or C-3

Improvement of Instruction

New knowledge level for improvement of instruction counts as one point per clock hour	Application level for improvement of instruction over a semester counts two times knowledge	Impact level for improvement of instruction over a semester counts three times knowledge
Workshop or conference attendance	Applied new knowledge or materials	Documented carry-over; data to validate impact over a semester
Campus or state professional development	Applied new knowledge or materials	Documented carry-over; data to validate impact over a semester
Regional, national, or international professional development	Applied new knowledge or materials	Documented carry-over; data to validate impact over a semester
Development of technology skills	Applied new knowledge or materials	Documented carry-over; data to validate impact over a semester
Other activities approved by the KIC PDC	Applied new knowledge or materials	Documented carry-over; data to validate impact over a semester
Taking a college course-20 points per credit hour	May apply	May apply

Questions about renewal licensing (Teacher Licensure updated as of 9/28/22)

1. Do I have to have professional development points to renew my five-year professional license?

Yes, except for the following situations, under regulations effective July 1, 2003, all renewals of a professional license will be based on professional development points awarded by a local professional development council.

Exceptions:

- You may apply directly to Teacher Licensure at KSDE if you are completing a program for an additional endorsement or license (new teaching field or school specialist or leadership) and can provide an official transcript verifying at least 8 credit hours completed during the validity of the license that were part of the approved program. **Regulation 91-1-205(b)(3)(D)**
- You may apply directly to Teacher Licensure at KSDE if you hold a graduate degree **AND** have at least three years of accredited experience during the validity of the professional license being renewed. **Regulation 91-1-205(b)(3)(E)**
- You may apply directly to Teacher Education and Licensure at KSDE if you have completed the National Board Certification assessment process through the National Board for Professional Teaching Standards during the term of the professional license being renewed. **Regulation 91- 1-205(b)(3)(A) or (B)**

2. How old can professional development points be? What about credit hours?

The individual must verify professional development points earned during the term of the license that is being renewed. Therefore, any points awarded for activities OR for semester credit hours must have been earned during the five-year current professional license period. However, knowledge points that are used as the baseline to award application or impact points may have been earned during a previous licensure period. The application or impact points must have been earned during the licensure period being renewed. **Regulation 91-1-205(b)(3)**

3. If an educator has retired, but wants to maintain her/his professional license, does s/he have to continue to meet the same professional development requirements for renewal?

No. If an educator is taking part in an educational retirement system in any state, s/he can renew by completing half of the professional development points specified in the regulations. For someone holding a bachelor's degree, 80 points must be earned, 40 of which must be college credit (2 semester credit hours). A retired educator holding a graduate degree must earn 60 points.
Regulation 91-1-205(b)(3)(F)

Validation of Credit Points

The individual is responsible for submitting documentation necessary to validate activities for awarding points. The evidence is presented to the KIC PDC for final validation after the regional representative has signed off regarding progress and achievement. Individual members may request a transcript validating earned credit points from the KIC PDC. It is the individual's responsibility to complete and mail all materials required for state licensure. Application procedures may be found on the KSDE web site: www.ksde.org.

Forms Used

There are various forms with which the participant must be familiar.

1. **Professional Development Plan** (Form A)
 - Lists individual goals targeted for faculty and staff development
 - Identify activities to be accomplished each year
 - Complete in collaboration with the regional representative
 - Kept on file with the KIC PDC Chairperson. A signed copy will be returned to the applicant and regional representative.

2. **Individual Action Plan Worksheet** (Form B)
 - One action plan completed for each goal
 - Helps determine the level of involvement and points to be awarded for each individual goal
 - Can be modified throughout the year
 - Complete in collaboration with the regional representative.
 - Is not returned to the KIC PDC; it is an institution/individual's working document.

3. **Points Request Form** (Form C)
 - Complete for each activity for which KIC PDC licensure points are requested
 - Documents indicate requested points for all levels
 - Knowledge Level Evaluation (Form C-1)
 - Application Level Evaluation (Form C-2)
 - Impact Level Evaluation (Form C-3)
 - Due May 1 of each year for KIC PDC approval

4. **Preparation Time Log** (Form D)
 - Used for points for scholarly activities
 - Used to record preparation time for presentation, research, publications, grants, etc.
 - Keep a separate log for each type of activity

5. **Service Meeting Log** (Form E)
 - Used for points for service to the profession
 - Used to record committee meetings, curriculum work, mentoring, presentations, etc.
 - Keep a separate log for each type of activity

Receiving Points

Each certified/licensed faculty member shall turn in documentation at the end of the academic year-May 1. The documentation must include evidence of activities and results. Such documentation must include the required forms and all evidence to support the level of development. The documentation is returned to faculty members after points have been awarded by the KIC PDC.

Faculty members may continue goals for more than one year as long as involvement in the goal increases and results in a faculty member achieving at a higher level each year. For example, a faculty member may choose a goal the first year that he or she wants to achieve at the knowledge level. When a goal is met, the faculty member may choose to continue the goal but at the application level the next year and at the impact level the third year.

Kansas Licensure Renewal Requirements

91-1-205. Licensure renewal requirements.

(a) Initial licenses.

- (1) Any person, within five years of the date the person was first issued an initial license, may apply for renewal of the initial license by submitting an application for renewal of the initial license and the licensure fee.
 - (2) Any person who does not renew the initial license within five years of the date the initial license was issued may obtain one or more additional initial licenses only by meeting the requirements in S.B.R. 91-1-203 (a). The assessments required by S.B.R. 91-1-203 (a)(1)(C) and 91-1-203 (a)(1)(D) shall have been taken not more than one year before the date of application for the initial license, or the applicant may verify either eight semester hours of recent credit related to one or more endorsements on the initial license or one year of recent accredited experience or may meet the requirements of paragraph (b)(3)(C) or (D) of this regulation.
 - (3) A person who does not successfully complete the teaching performance assessment during four years of accredited experience under an initial teaching license shall not be issued an additional initial teaching license, unless the person successfully completes the following retraining requirements:
 - (A) A minimum of 12 semester credit hours with a minimum cumulative GPA of 2.50 on a 4.0 scale, earned through the verifying teacher education institution and addressing the deficiencies related to the teaching performance assessment criteria; and
 - (B) following completion of the required credit hours, an unpaid internship supervised by the verifying teacher education institution and consisting of at least 12 weeks, with attainment of a grade of "B" or higher.
 - (4) A person who does not successfully complete the school specialist or school leadership performance assessment during four years of accredited experience shall not be issued an additional initial school specialist or school leadership license, unless the person successfully completes the following retraining requirements:
 - (A) A minimum of six semester credit hours with a minimum cumulative GPA of 3.25 on a 4.0 scale, earned through the verifying teacher education institution and addressing the deficiencies related to the performance assessment criteria; and
 - (B) following completion of the required credit hours, an unpaid internship supervised by the verifying teacher education institution and consisting of at least 12 weeks, with attainment of a grade of "B" or higher.
- (b) Professional licenses. Any person may renew a professional license by submitting the following to the state board:
- (1) An application for renewal;

- (2) the licensure fee; and
- (3) verification that the person, within the term of the professional license being renewed, meets any of the following requirements:
 - (A) Has completed all components of the national board for professional teaching standards assessment for board certification;
 - (B) has been granted national board certification;
 - (C) (i) Has earned a minimum of 120 professional development points under an approved individual development plan filed with a local professional development council if the applicant holds an advanced degree; or
 - (ii) has earned a minimum of 160 professional development points under an approved individual development plan filed with a local professional development council, including at least 80 points for college credit, if the applicant does not hold an advanced degree;
 - (D) has completed a minimum of eight credit hours in an approved program or completed an approved program;
 - (E) if the person holds an advanced degree, submits to the state board verification of having completed three years of recent accredited experience during the term of the most recent license. Each person specified in this paragraph shall be limited to two renewals; or
 - (F) if the person is participating in an educational retirement system in Kansas or another state, has completed half of the professional development points specified in paragraph (b)(3)(C).
- (c) Accomplished teaching licenses.
 - (1) Any person may renew an accomplished teaching license by submitting to the state board the following:
 - (A) Verification of achieving renewal of national board certification since the issuance of the most recent accomplished teaching license;
 - (B) an application for accomplished teaching license; and
 - (C) the licensure fee.
 - (2) If a person fails to renew the national board certificate, the person may apply for a professional license by meeting the renewal requirement for a professional license specified in paragraph (b)(3)(C) or (D).
- (d) Substitute teaching license. Any person may renew a substitute teaching license by submitting to the state board the following:
 - (1) Verification that the person has earned, within the last five years, a minimum of 50 professional development points under an approved individual development plan filed with a local professional development council;
 - (2) an application for a substitute teaching license; and
 - (3) the licensure fee.
- (e) Provisional teaching endorsement license. An individual may renew a provisional teaching endorsement license one time by submitting to the state board the following:
 - (1) Verification of completion of at least 50 percent of the deficiency plan;
 - (2) verification of continued employment and assignment to teach in the provisional endorsement area;
 - (3) an application for a provisional endorsement teaching license; and
 - (4) the licensure fee.
- (f) Provisional school specialist endorsement license. Any individual may renew a provisional school specialist endorsement license by submitting to the state board the following:
 - (1) Verification of completion of at least 50 percent of the deficiency plan;
 - (2) verification of continued employment and assignment as a school specialist;
 - (3) an application for a provisional school specialist endorsement license; and
 - (4) the licensure fee.

- (g) Any person who fails to renew the professional license may apply for a subsequent professional license by meeting the following requirements:
- (1) Submit an application for a license and the licensure fee; and
 - (2) provide verification of one of the following:
 - (A) Having met the requirements of paragraph (b)(3); or
 - (B) having at least three years of recent, out-of-state accredited experience under an initial or professional license.
 - (3) If a person seeks a professional license based upon recent, out-of-state accredited experience, the person shall be issued the license if verification of the recent experience is provided. The license shall be valid through the remaining validity period of the out-of-state professional license or for five years from the date of issuance, whichever is less. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Aug. 25, 2006; amended July 18, 2008; amended Aug. 28, 2009.)*

91-1-206. Professional development plans for license renewal.

- (a) Any person filing a professional development plan with a local professional development council for licensure renewal purposes under S.B.R. 91-1-205 (b) shall develop a plan that includes activities in one or more of the following areas:
- (1) Content endorsement standards as adopted by the state board;
 - (2) professional education standards as adopted by the state board; or
 - (3) service to the profession.
- (b) Each person who is employed by or who works or resides within any Kansas unified school district shall be eligible to file a professional development plan with that district's local professional development council for licensure renewal purposes.
- (c) Each individual submitting a professional development plan shall ensure that the plan meets the following conditions:
- (1) The plan results from cooperative planning with a designated supervisor.
 - (2) The plan is signed by the individual submitting the plan and by the individual's supervisor, if the supervisor agrees with the plan.
 - (3) The plan is reviewed and approved by the local professional development council.
- (d) If a person is unable to attain approval of an individual development plan through a local professional development council, the person may appeal to the licensure review committee for a review of the proposed individual development plan. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003; amended July 1, 2003; amended Jan 2, 2004.)*

91-1-218. Awarding of professional development points.

- (a) In awarding professional development points, each educational agency shall designate that one professional development point is equal to one clock-hour of in-service education.
- (b) If a person documents completion of an in-service activity, the person shall be awarded professional development points equal to the number of clock-hours completed.
- (c) If a person who has earned points for completion of an in-service activity later verifies that the person has applied the skills or knowledge gained, the person shall be awarded two times the number of professional development points that were earned for completion of the in-service activity. Evidence of application of the knowledge gained through the in-service activity shall be presented to the professional development council and may include any of the following:
- (1) Independent observation;
 - (2) written documentation; or
 - (3) other evidence that is acceptable to the PDC.

- (d) If a person who has earned points for application of knowledge or skills learned through in-service activities verifies that the application of the knowledge or skills has had a positive impact on student performance or the educational program of the school or school district, the person shall be awarded three times the number of professional development points that were earned for completion of the in-service activity. Evidence of impact upon student performance or school improvement shall be presented to the professional development council and may include any of the following:
 - (1) Independent observation;
 - (2) written documentation;
 - (3) evidence of improved student performance; or
 - (4) other evidence that is acceptable to the PDC.
- (e) A person shall be awarded professional development points for activities related to service to the profession upon the basis of the number of clock-hours served. The person shall be awarded one point for each clock-hour of service. The person shall submit verification of service to the professional development council.
- (f) For purposes of renewing a license, a professional development council shall not impose a limit on the number of professional development points that may be earned. However, a council may impose limits on the number of professional development points that may be earned for purposes related to employment or other local matters.
- (g) This regulation shall be effective on and after July 1, 2003. (*Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003.*)

APPENDICES

APPENDIX A
FORMS

Form A Individual Professional Development Plan
Kansas Independent Colleges Professional Development Council

Name: _____ College/University: _____

Telephone Number _____ Email Address _____

Position: _____ **Social Security #** _____ **Highest Degree:** _____

Licensure Dates: Begin _____ Expire _____ Date of Plan: _____

Category of Goals:

Complete in collaboration with the regional representative. Check the box if individual goal is in support of a university/college and/or department goal.

1.

2.

3.

4.

Applicant's signature

Date

Regional Representative's signature

Date

KIC PDC Chairperson's signature

Date

Form B - Individual Action Plan Worksheet

Kansas Independent Colleges Professional Development Council

Name: _____ College/University: _____

OUTCOME/PRIORITY: Decide what it is you want to know, do, or apply.	INDICATORS: Decide what evidence you will provide to show knowledge, application, and/or impact.
<i>What? (Goal)</i>	<i>What evidence?</i>

Professional Development Steps	Implementation Activities • Training Plan	Indicators • Documented Evidence	Time Line	Resources
Knowledge 1 hour – 1 point		<ul style="list-style-type: none"> • Attendance Records with reflection • PD Knowledge Level Evaluation Form C-1 		
Application K X 2		<ul style="list-style-type: none"> • Documents or activities generated indicating application over a semester • Plans, reflections • PD Application Level Evaluation Form C-2 		
Impact K X 3		<ul style="list-style-type: none"> • Candidate data showing improvement over a semester • Professional data showing improvement over a semester • PD Impact Level Evaluation Form C-3 		

A separate action plan should be developed for each goal. Activities can be developed over time and can be adjusted as needed with approval.

Form C - Points Request Form
Kansas Independent Colleges Professional Development Council

Applicant's

Name _____ College/University: _____

Telephone Number _____ Email Address _____

Social Security # _____ Highest Degree _____

Licensure Dates: Began _____ Expires _____ Date of Plan _____

Name of Activity _____ Date of Activity _____

PDP Category of Goals Addressed by this Activity (Fill-in Goal Number): _____

Check the level of point request. Respond to the question(s) for the point level you are requesting. Include ALL documentation with this form.

- Knowledge:** What do you know now that you didn't know before?

Complete PD Knowledge Level Evaluation Form C-1 (Copies of C-1 approval forms must be kept on file at the institution.)

_____ Total number of clock hour points requested

_____ Total number of semester credit hour points requested (20 points = 1 cr. hour)

- Application:** What knowledge are you applying in the classroom or to policies that you expect will improve student outcomes or behavior?

Complete the PD Application Level Evaluation Form C-2 (Copies of C-2 approval forms must be kept on file at the institution.)

_____ Total number of points requested (base points X 2)

- Positive Impact:** How has student performance improved? What has positively changed about the program?

Complete the PD Positive Impact Level Evaluation Form C-3 (Copies of C-3 approval forms must be kept on file at the institution.)

_____ Total number of points requested (base points X 3)

Total number of points requested _____

Applicant's signature

Date

Regional Representative's signature

Date

KIC PDC Chairperson's signature

Date

Regional Representative's signature

Date

**Form C-2 - Application Level Evaluation/Documentation
Kansas Independent Colleges Professional Development Council**

Applicant's Name _____ Date of Activity _____

Name of presentation, article, book, research, or grant _____

Name of Provider (conference, journal, publisher, funding source) _____

Category(ies) of Goals Addressed by Activity (Fill-in Goal Number from Form A) _____

Original PD Activity Date: _____ Original PD Clock Hours: _____ X2= _____

Please complete the following data prior to observation.

1. Candidates will be able to: (Curricular Objectives)
 - a.
 - b.
 - c.
2. Assessment of curricular objectives:
 - a.
 - b.
 - c.
3. Special circumstances of which the institution/regional representative should be aware:

4. Reflection of Activity (i.e. success story, changes needed, concerns, etc.)

Applicant's signature

Date

Regional Representative's signature

Date

Form C-3 - PD Impact Level Evaluation/Documentation
Kansas Independent Colleges Professional Development Council

Applicant's Name _____ Date of Activity _____

Name of presentation, article, book, research project, or grant _____

Name of Provider (conference, journal, publisher, funding source) _____

Category (ies) of Goals Addressed by Activity (Fill-in Goal Number from Form A) _____

PD Activity: _____

Original PD Activity Date: _____ Original PD Clock Hours: _____ X 3= _____

1. Describe the process used to verify positive impact:

2. State proof that positive impact has occurred:

Attach evidence of Positive Impact. Examples are: Pre/post test data, Evidence of improved candidate academic performance, Evidence of positive changes in candidate behaviors, Application activities by others and Reflective journals

Applicant's signature

Date

Regional Representative's signature

Date

Form E - Service Meeting Log

This form is to be used to record meeting dates and times for verification of Service to the Profession. Keep a separate log for each different service project you do.

Name: _____ University/College _____

Committee/Activity: _____

Date: _____ From: _____ To: _____ Total Time: _____

Summary of activity: _____

Verification: _____

Date: _____ From: _____ To: _____ Total Time: _____

Summary of activity: _____

Verification: _____

Date: _____ From: _____ To: _____ Total Time: _____

Summary of activity: _____

Verification: _____

Date: _____ From: _____ To: _____ Total Time: _____

Summary of activity: _____

Verification: _____

Date: _____ From: _____ To: _____ Total Time: _____

Summary of activity: _____

Verification: _____

Appendix B: Professional Development Definition
Kansas Independent Colleges Professional Development Council

91-1-215. In-service education definitions.

- (a) “Content endorsement standards” means those standards adopted by the state board that define the skills and knowledge required for the specific content endorsements prescribed in K.A.R. 91-1-202.
- (b) “Educational agency” means a public school district, accredited nonpublic school, area professional development center, institution of postsecondary education authorized to award academic degrees, the Kansas state department of education, and any other organization that serves school districts.
- (c) “In-service education” means professional development and staff development and shall include any planned learning opportunities provided to licensed personnel employed by a school district or other authorized educational agency for purposes of improving the performance of these personnel in already held or assigned positions.
- (d) “In-service education plan” and “plan” mean a detailed program for provision of professional or staff development, or both.
- (e) “Noncontractual times” means periods of time during which an employee is not under a contractual obligation to perform services.
- (f) “Professional development” means continuous learning that is based on individual needs and meets both of the following criteria:
 - (1) The learning prepares a person for access to practice, maintains the person’s access to practice, builds an individual's knowledge or skills, or is requested by the employing educational agency.
 - (2) The learning positively impacts the individual or the individual's students, school or school district.
- (g) “Professional development council” and “PDC” mean a representative group of licensed personnel from an educational agency that advises the governing body of the educational agency in matters concerning the planning, development, implementation, and operation of the educational agency's in-service education plan.
- (h) “Professional development plan” means a written document describing the in-service education activities to be completed during a specified period of time by the individual filing the plan.
- (i) “Professional development point” means one clock-hour of in-service education. One semester hour of college credit shall count as 20 professional development points.
- (j) “Professional education standards” means those standards adopted by the state board that specify the knowledge, competencies, and skills necessary to perform in a particular role or position.
- (k) “Service to the profession” means any activity that assists others in acquiring proficiency in instructional systems, pedagogy, or content, or that directly relates to licensure of professional educators, accreditation processes, or professional organizations.
- (l) “Staff development” means continuous learning offered to groups of professionals that develops the skills of those professionals to meet common goals, or the goals of a school or school district.
- (m) “State board” means the state board of education. This regulation shall be effective on and after July 1, 2003. (*Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective July 1, 2003.*)

Applicable KSDE Regulations

- 91-1-200 Definitions
- 91-1-205. Licensure Renewal Requirements
- 91-1-206. Professional Development Plans for License Renewal
- 91-1-207. Renewal of Certificates Issued Before July 1, 2003
- 91-1-208. General Requirements
- 91-1-213. Vocational-Technical Certificates
- 91-1-214. Criminal History Records Check
- 91-1-215. In-Service Education Definitions
- 91-1-216. Procedures for Promulgation of In-Service Education Plans; Approval by State Board; Area Professional Development Centers' In-Service Programs
- 91-1-217. In-Service Education Professional Development Council
- 91-1-218. Awarding Of Professional Development Points
- 91-1-219. Expenditures For An In-Service Education Program

**Appendix III: Individual Professional Development Transcript
The Kansas Independent Colleges Professional Development Council**

Legal Name of the Institution			Telephone				
Name of Applicant			Social Security Number				
Title of Professional Development Activities	Date	Completed	Points Awarded	Content Endorsement	Professional Education	Service to the Institution	College/University
Total Professional Development Points							
VERIFICATION:							
Applicant (signature)				Date (Not required)			
Chairperson, KIC PDC (signature)				Date			