



TEACHING ASSISTANTS

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175/75 HOUR Professional Development Requirement Guidelines From the Professional Development Committee (PDP) 5/13/2010



These guidelines are intended to assist newly certified Teachers (after 2/1/2004) and all Teaching Assistants in identifying professional development activities as they comply with certification requirements requiring continuing professional development.

Teachers must complete 175 hours and Teaching Assistants 75 hours of professional development every 5 years in order to maintain certification.

This booklet, also available on our website, lays out many of the ways certified staff can fulfill the requirement through participating in programs from institutes of higher learning, Teacher Centers, BOCES, VISTA, RSE-TASC, NERIC, IRS, CAPIT, school districts and independent professional development service providers. In addition, the PDP Committee has also identified locally determined options that will qualify for credit (subject to your supervisor's approval that they apply to your situation). Application to participate in professional opportunities is available on-line at <http://www.capregboces.org/instrucservices/profdev/index.asp>. For staff required to document their hours, scroll to the bottom of the page for PDP Timekeeper.

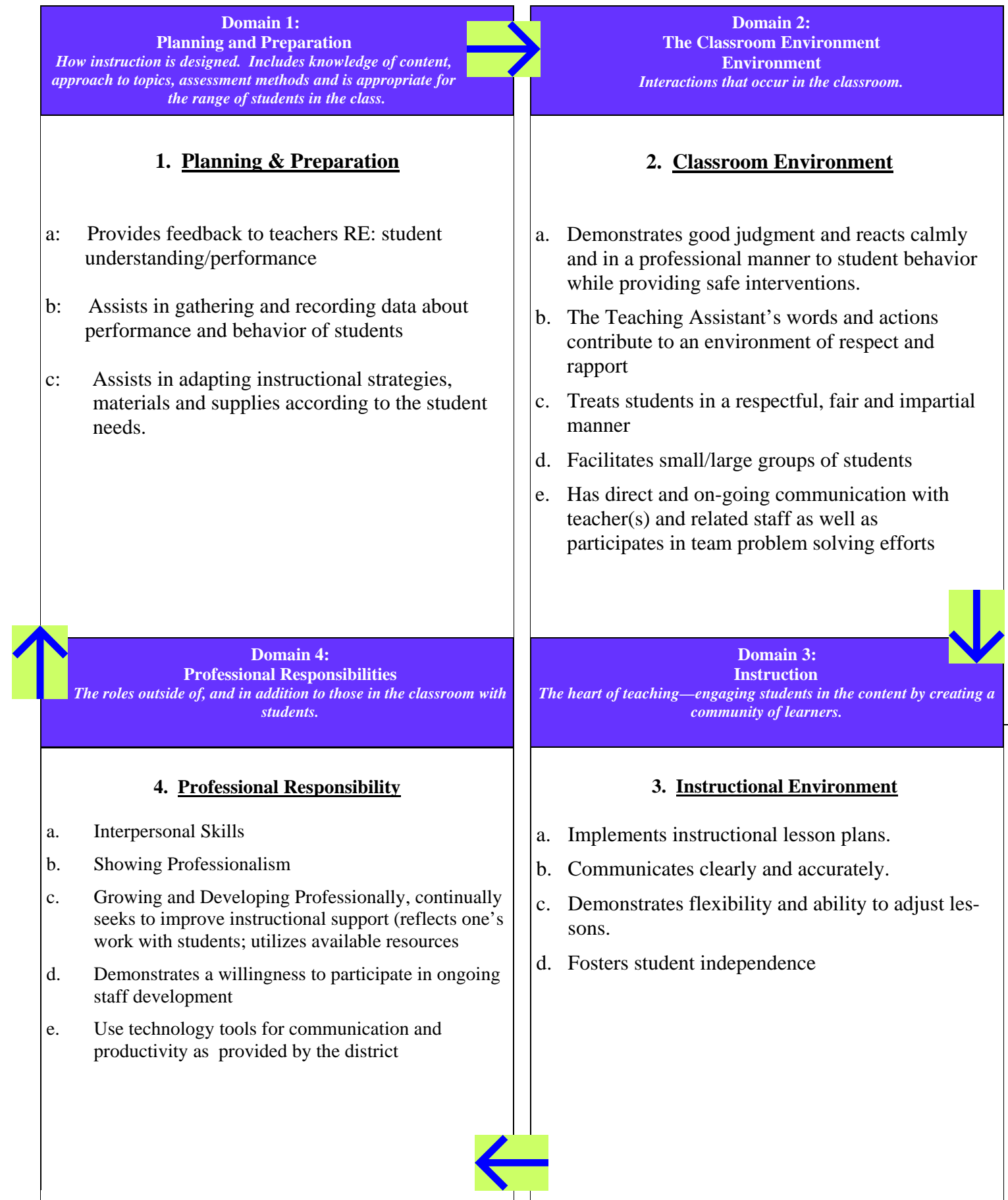
Professional development results in a demonstrated increase in knowledge and understanding, skillfulness and professional values. Enhanced teaching and learning is the foundation upon which individuals and our BOCES plan the content of all professional development. These activities should clearly connect to the NYS Learning Standards (www.emsc.nysed.gov/ciai/pub.html) and to Charlotte Danielson's Rubrics (page 2) and be responsive to student achievements. Data, such as your annual professional performance review or your growth plan, also shapes professional development.

Content of courses, workshops, and other professional development experiences should be directly related to the Ten Standards for High Quality professional development adopted by the NYS Board of Regents:

PD designed on data	Content knowledge and quality teaching	Researched-based professional learning
Collaboration	Diverse learning	Student learning
Parent, family, community engagement	Data driven professional development	Technology
	Evaluation	

ACTIVITIES THAT ARE DEEMED PART OF ROUTINE EMPLOYMENT DUTIES WILL NOT BE CREDITED.

Components of Professional Practice



This is the rubric for Teaching Assistants

**Professional Development Activities and Clock Hours of Credit to be Awarded
(Identified by the NY State Department of Education and the
Capital Region BOCES Professional Development Committee)**

SED Approved

Credit Bearing University or College Credits—each semester hour of credit = 15 clock hours.
All BOCES Sponsored Offerings—(VISTA, NERIC, School Support Services (IRS, CAPIT, Library), RSE-TASC) - hour for hour credit for seat time, as determined by the presenter.
All Teacher Center Offerings—hour per hour credit for seat time, as determined by the Teacher Center.

**Local Options
Hours Determined by the
PDP Committee**

Mini-Grant Recipients—15 hours of credit per grant.
Project for APPR Process—A project designed with your supervisor.

BOCES Superintendent's Conference Day—That portion of the day that fulfills the Commissioner's Regulations as determined by the Director of Human Resources.

Reading Professional Materials— Up to 5 hours/year (unless attached to a course, in which case no additional credit will be given), requires brief written summary to Supervisor.

Presentations at District, Regional, State or National Conferences—up to 15 hours per event as determined by the supervisor.

Unpaid Participation in Service to the School District Through Projects—up to 5 hours per Service as determined by the supervisor.

*Other, unique professional development opportunities with pre-approval of the Supervisor may be requested
*National Board of Professional Teaching Standards holders are exempt for the 5 year period in which the award was received.

**Local Options
Hours Determined by the
Supervisor**

Mentors and Interns—hour for hour up to 50 hours in year I and 15 hours in year II.

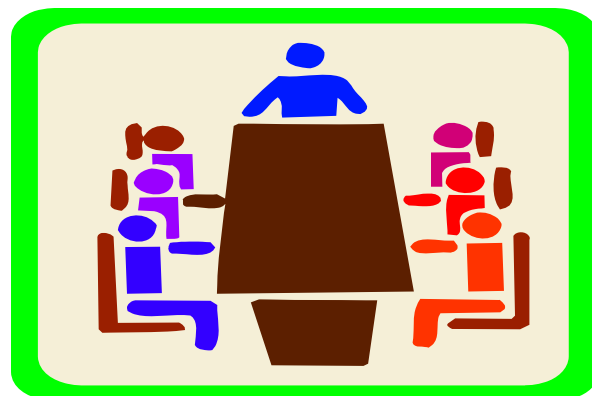
Continuing Education Units—(as required for continued licensure, eg. Speech and Language Pathology, Cosmetology, etc.) hour for hour as approved by the licensing committee.

Credit as Indicated by the Supervisor for:

- Strand Meetings
- Faculty Meetings-(part related to pedagogy, NYS Learning Standards)
- Team Meetings
- Group and Committee Work
- In-Classroom Consultation
- Peer Review Process
- Strategic Planning Committees
- PDP Committee and Sub-committee Meetings
- On-line courses Webinars (not university or college credit bearing)
- Teaching/Teaching Assistant Lead Courses
- Action Research & Study Groups
- In-classroom training of Teaching Assistant by Teacher, Therapist or other BOCES staff.

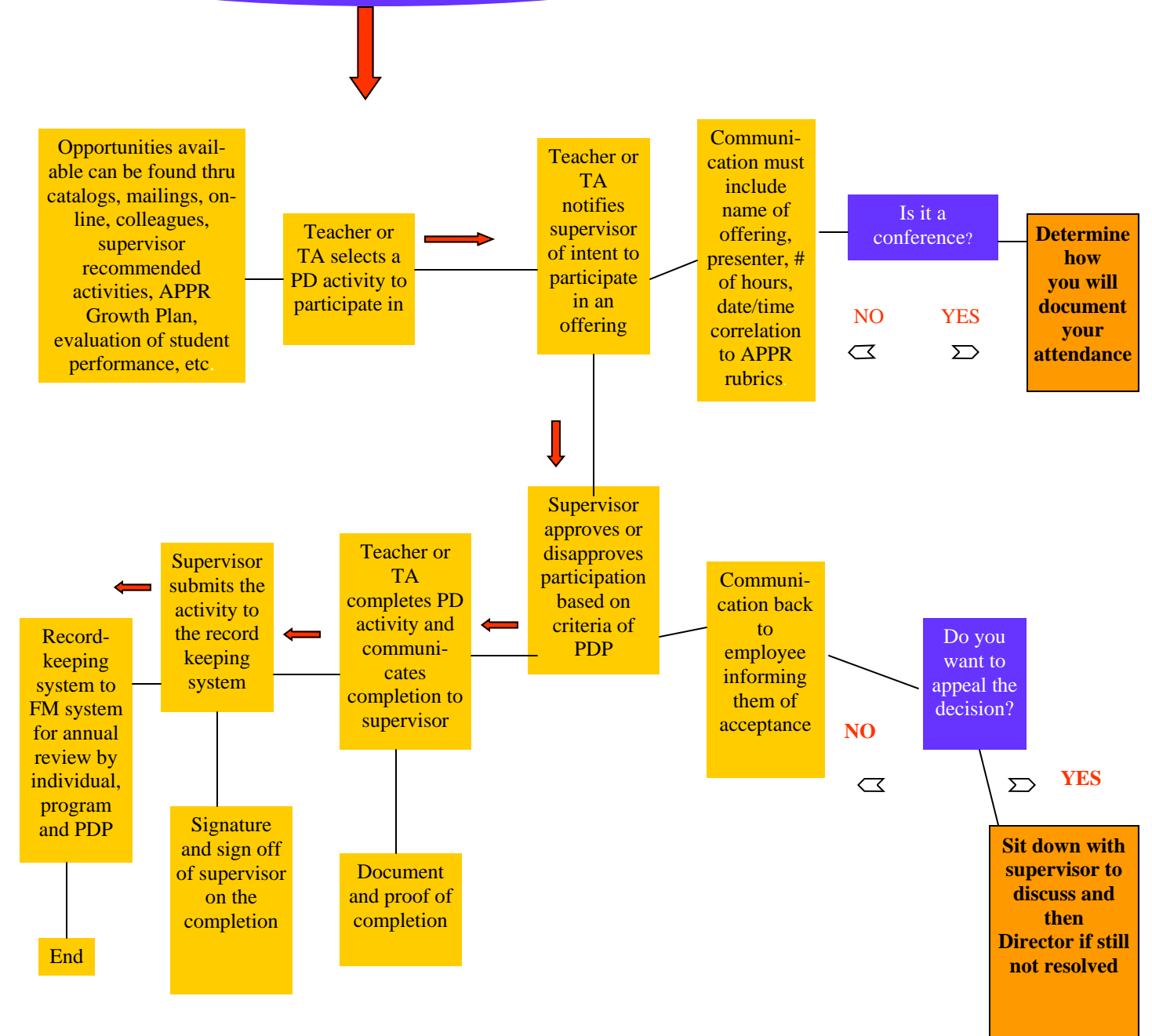
Conferences—Hours of attendance in actual learning settings only (no time given for travel or overnight stays).

Credit will only be given for activities that are deemed not to be part of routine employment duties.



**PROCESS TO APPLY FOR AND AUTOMATICALLY RECORD
YOUR PROFESSIONAL DEVELOPMENT ACTIVITIES**

**175/75 Hour Professional Development
Recording Process**



Thank you and best wishes for fulfilling professional growth. From the PDP Committee:
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