

PROFESSIONAL DEVELOPMENT ADMINISTRATIVE PROCEDURES

Section I: PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR CERTIFIED AND CLASSIFIED EMPLOYEES

A. Each school year, classified employees are required to earn a minimum of twenty (20) professional development (PD) hours/credits designated by their division supervisor. Employees may earn additional hours/credits from other professional growth activities and are encouraged to do so.

B. Each school year, certified employees holding bachelor degrees are required to earn a minimum of 52 professional development hours/credits. Certified employees (including building level administrators) holding masters, specialists, or doctorate degrees are required to earn a minimum of 42 professional development hours/credits. Completion of the number of hours/credits required can be achieved through participation in:

