

QUICK REFERENCE GUIDE TO PDPs

The following information is summarized from the Department of Elementary & Secondary Education *License Renewal Guidelines for Massachusetts Educators* (April 2017). Prior to applying to renew a Professional license, please check the most recent regulations and guidelines for renewal at www.mass.gov/ese/licensure.

Bundling: Any activity that is applied towards licensure renewal must have a minimum of 10 hours. Two or more activities in the same topic area can be bundled together to meet the 10 hour requirement. The bundling of individual activities and the accounting of PDPs is the responsibility of the individual educator.

Activity	Provider/Source	Documentation of Completed Activity	Max Number of PDPs
Course, Seminar, Workshop, Institute	College, University, DESE, District, Professional Organization, Museum, Cultural Organization	Letter, Certificate or Transcript; Pre- & Post- assessment	1 PDP per Clock Hour
Undergraduate Course	College or University	Official Grade Report or Transcript	15 PDPs per credit hour (45 PDPs per 3 credits)
Graduate Course in Content Area of License or Upper-level Undergraduate Course in new content	College or University	Official Grade Report or Transcript	22.5 PDPs per credit hour (67.5 PDPs per 3 credits)
Audit of Undergraduate or Graduate Course	College or University	Official Grade Report or Transcript	7.5 PDPs per credit hour (22.5 PDPs per 3 credits)
Undergraduate/Graduate Course Instructor	College/University	Letter from Dean or Registrar	45 PDPs per credit, course may be counted once per cycle
DESE Professional Learning Courses	Department of Elementary & Secondary Education	Certificate from DESE	1.5 x Course Hours
Curriculum Development	School or District	Letter from school or district, final copy of curriculum	15 PDPs per unit, maximum 60 PDPs per renewal cycle
Peer Coaching/Mentoring	School or District	Letter or Certificate from the school or district; Journal, log & list of activities	15 PDPs
Accreditation/Review Team Member	Accreditation organization, state or federal agency	Letter or Certificate of Completion, Formal report	30 PDPs once per cycle
Cooperating Teacher/ Supervising Practitioner	Educator Preparation Program	Letter or Certificate from Educator Preparation Program, school or district	20 PDPs for serving as supervising practitioner 10 PDPs for training as supervising practitioner
Mentor or Peer Assistance & Review (PAR) Program	School or District	Letter or Certificate from the school or district	15 PDPs
National Board for Professional Teaching Standards Certification	National Board for Professional Teaching Standards	NBPTS Certification	120 PDPs Applies a maximum of 30 PDPs in content, 60 PDPs in Pedagogy & 30 PDP in electives.
Presenter at Professional Conference	Professional/trade organization conference	Certificate or letter from organization, workshop/presentation materials; Syllabus, bibliography	30 PDPs maximum as a first time presenter

Activity	Provider/Source	Documentation of Completed Activity	Max Number of PDPs
Presenter/Trainer	College, University, District, Professional Organization, Museum, Cultural Organization	Certificate or letter from school, district, organization; Syllabus, bibliography, participant evaluations	10-24 PDPs Eligible 2x the number of PDPs for participants for training three or more sessions; only the first time the training is offered.
School-based activity (Related to the content-area of the license; coordinate family curriculum night, seminars for parents/teachers, extended learning outside of school day)	School, District, College, University	Certificate or Letter from school or district; Activity plans, lesson plans, student work, reports, newsletters, logs, sign in sheets, participant evaluations	1 PDP per clock hour, maximum 30 PDPs per cycle.
CEU (Continuing Education Unit)	International Association of Continuing Education (IACET) Authorized provider of CEUs	CEU Certificate	1 CEU = 10 PDPs
Micro-credential	Massachusetts-registered provider of Micro-credentials	Official copy of micro-credential or badge awarded.	10 PDPs for two badges in a related area; 10 PDPs for one badge that is bundled with other PDP activities in a related area.
Doctoral Dissertation	University	Official Grade Report or Transcript, Letter from Dean or Registrar	90 PDPs, once per cycle
Master's or CAGS thesis	College or University	Official Grade Report or Transcript, Letter from Dean or Registrar	45 PDPs, once per cycle
Book – Published	Publisher, Printer	Electronic or hard copy of book	90 PDPs per book
Journal article or chapter in professional book	Journal, Publisher	Electronic or hard copy of chapter or article	30 PDPs per article or chapter
Attend Professional Conference (Must be bundled with other activities if less than 10 hours)	Professional/trade organization conference	Registration/attendance confirmation	1 PDP per clock hour when bundled with an activity (lesson plan, curriculum, published work or other activities in topic area)
DESE- approved Sheltered English Immersion Endorsement Course	DESE, District or other approved provider	Certificate or Transcript	1.5 x Course Hours May be counted as Content-area PDPs, may be carried over to next renewal cycle on-time
Sheltered English Immersion MTEL Exam	Massachusetts Test for Educator Licensure	Official Score Report with passing score	15 PDPs
General Curriculum Mathematics MTEL	Massachusetts Test for Educator Licensure	Official Score Report with passing score	15 PDPs Only available for Elementary & special education licensure renewal applications)
Educator Evaluation Professional Development	School, District, Department of Elementary & Secondary Education, other providers	Letter, Certificate or Transcript	1 PDP per Clock Hour, May be counted as Content-area PDPs.
Performance Assessment for Leaders (PAL)	Massachusetts Performance Assessment for Leaders	Official score report	15 PDPs per task Only applies for renewal of Principal/Assistant Principal licenses

