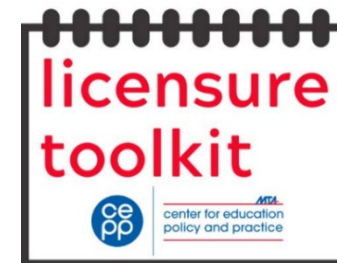


Supervising Practitioner/Mentor Professional Development Points Log



August 2023 Version 1

Name _____
 License Field/Grade Level _____ License Number _____
 School Year _____ Program/Provider _____ Role _____

Complete a separate form for each academic year. This worksheet is optional for educators to organize activities related to serving as supervising practitioner, host teacher or serving as a mentor in an internship or licensure program. Educators must retain copies of any related letters, certifications, transcripts and related documentation as part of their personal files for five years from the date of licensure renewal.

Professional Learning Activity	Dates	PDPs	Evidence/Other Notes
Total PDPs for Academic Year			

Example Related Activities

Refer to [Licensure Renewal Guidelines for Massachusetts Educators](#) and [PDPs for SPs and Host Teachers Advisory](#) for specific information on PDPs and evidence requirements.

Program/training orientation (10 PDPs per year)	Candidate Assessment of Performance (CAP) Training	Mentoring/Induction training
Certificate for hosting pre-practicum (20 PDPs per year)	Delivering professional development/pedagogy training	Delivering curriculum/content training
Certificate for Supervising Practicum (20 PDPs per year)	Microcredentials	Attending a course, seminar or workshop

Eligibility Requirements

Supervising Practitioner / Host Teacher

- Hold Initial or Professional license in the same field & grade level
- At least three years of experience under the Initial or Professional license
- Appointed by educator prep program or district preparation program

Mentor Teacher (for Internship in the Role of the License)

- Mentoring a teacher who is applying to add a license in a new field or grade level
- Hold Initial or Professional license in the same field & grade level
- At least three years of experience under the Initial or Professional license
- Employee of school district
- Recommended* Documented internship plan shared with local association and school/district administration

Additional Knowledge Recommendations

- Completed training on [Candidate Assessment of Performance](#)
- NEA [Cooperating Teacher Microcredentials](#)
- [InTASC Model Core Teaching Standards](#)
- [CAEP Accreditation Standards](#)
- Content or grade level [specialized program association \(SPA\)](#) educator preparation standards

Note: The information in this document is for reference purposes only. Please check the specific requirements for your license(s) at www.doe.mass.edu/licensure.

Additional licensure resources developed by the Center for Education Policy + Practice are available www.thepolicyminute.com/cepplicensure

© 2023 Massachusetts Teachers Association