**Professional Development Plan**

**Template**

Instructions:

The purpose of this document is to provide guidance and a template for the 5-year Professional Development Plan required by Kansas Education regulations. It will take the place of the [*2022-2027 Professional Development Plan Checklist and Plan Review Process*](https://www.ksde.org/Portals/0/TLA/Prof.%20Development/2022-27%20PD%20Plan%20Checklist%20and%20Review%20Final%20080422.pdf?ver=2022-08-04-084753-163).

Much of this document is based on the PD Plan section of the Kansas Professional Development Program Guidelines from November 2008, which was the source of the content and graphics used in many of the plans KSDE is reviewing. With the removal of the regulations for the Quality Performance Accreditation (QPA) and the potential change of the current professional learning standards, much of the original Program Guidelines no longer applies. To streamline the PD Plan process, KSDE decided to concentrate on it alone and to leave discussions of professional learning standards and other components of the previous guidelines for later.

In addition to the template with the guidance interspersed, there is also the template on its own. The section headings include the graphics with the related regulations and are recommended to have accessible answers to the common questions asked by staff.

The parts of this document that are highlighted in green are in the separate template. In the template itself the green from this document is changed to black.

Use of the template is not required. However, the guidance contained in the template includes the content that is required in the PD Plan whether using the template or another format. If you use the template, the section order must stay the same. If using your own format, you can rearrange the sections but all sections in the template and the content showed in the guidance must be included in your format.

If documentation is dealt with similarly in more than one section, it can be described in one section and the other sections could refer to the main description of the process. Forms that are part of a process should be included in the plan, whether in a narrative or in an appendix.

If you have any questions, comments or concerns about this document, please email professionallearning@ksde.org.

Professional Development Plan

District/System Name

District/System Number

Date Plan Approved by State Board of Education:

Date of Plan Expiration: 7/31/\_\_

Plan Updates

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| Description of Change to the Professional Development Plan | Date Approved by PDC |
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##### Section One

##### Professional Development Council (PDC)

Introduction

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##### Membership

**KAR 91-1-217. In-service education professional development council.**

a) Each professional development council shall meet the following criteria:

(1) Be representative of the educational agency's licensed personnel; and

(2) include at least as many teachers as administrators, with both selected solely by the group they

represent.

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##### Responsibilities

**KAR 91-1-217. In-service education professional development council.**

(b) Each council shall have the following responsibilities:

(1) To participate in annual training related to roles and responsibilities of council members, including

responsibilities under these regulations, K.A.R. KAR 91-1-215 through K.A.R. KAR 91-1-219;

(2) to develop operational procedures; and

(3) to develop a five-year plan that may be approved by the governing body of the educational agency

and is based upon criteria established by the state board.

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##### Annual Training

**KAR 91-1-217. In-service education professional development council.**

(b) Each council shall have the following responsibilities:

(1) To participate in annual training related to roles and responsibilities of council members, including

responsibilities under these regulations, K.A.R. KAR 91-1-215 through K.A.R. KAR 91-1-219.

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##### Operational Procedures

**KAR 91-1-217. In-service education professional development council.**

(b) Each council shall have the following responsibilities:

(2) to develop operational procedures.

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Section Two

The District/System Professional Development Plan

**KAR 91-1-216. Procedures for promulgation of in-service education plans; approval by state board; area professional development centers’ in-service programs.**

(a) An in-service education plan to be offered by one or more educational agencies may be designed and implemented by the board of education or other governing body of an educational agency, or the

governing bodies of any two or more educational agencies, with the advice of representatives of the

licensed personnel who will be affected.

(b) Procedures for development of an in-service plan shall include the following:

(1) Establishment of a professional development council;

(2) an assessment of in-service needs;

(3) identification of goals and objectives;

(4) identification of activities; and

(5) evaluative criteria.

(c) Based upon information developed under subsection (b), the educational agency shall prepare a

proposed in service plan. The proposed plan shall be submitted to the state board by August 1 of the

school year in which the plan is to become effective.

(d) The plan shall be approved, approved with modifications, or disapproved by the state board. The

educational agency shall be notified of the decision by the state board within a semester of submission

of the plan.

(e) An approved plan may be amended at any time by following the procedures specified in this

regulation.

(f) Each area professional development center providing in-service education for licensure renewal shall provide the in-service education through a local school district, an accredited nonpublic school, an institution of postsecondary education, or an educational agency that has a state-approved in-service education plan.

**KAR 91-1-217. In-service education professional development council.**

(b) Each council shall have the following responsibilities:

(3) to develop a five-year plan that may be approved by the governing body of the educational agency

and is based upon criteria established by the state board.

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##### Assessment of in-service needs

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##### Identification of goals and objectives to achieve the in-service needs

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##### Identification of activities and actions to achieve the goals and objectives

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##### Evaluative criteria to determine levels of success in meeting the in-service need/s

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##### Reporting results of evaluation of in-service needs

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##### Amending the Professional Development Plan

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##### Section Three

##### Individual Professional Development Plans (IPDP)

**KAR 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. KAR 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.

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##### IPDPs for Licensed Professionals who live or work in the district but are not employed by the district

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

(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.

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##### Appealing the non-approval of an IPDP by the PDC

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

(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.

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##### Section Four

Awarding Professional Development Points for Re-licensure

**KAR 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.

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Awarding Professional Development Points for purposes related to

employment or other local matters

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

(a) In awarding professional development points, each educational agency shall designate that one

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Conclusion (Optional)

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#### Appendix A or 1…

**Title**