

# 2021-2026 Professional Development Plan Checklist and Plan Review Process

**Please use this checklist to ensure that your 5-year professional development plan has the minimum components required based on the criteria established by the State Board and Kansas statutes and regulations**

Each component is listed with the applicable regulation/statute that requires it. These components are listed under the following headings:

1. Professional development council (PDC) for in-service education
2. In-service education plans
3. Individual Professional development plans (INDIVIDUAL PDP) for license renewal

There are 21 components, two of which are optional. You determine how these components are placed in your plan, unless otherwise specified. These are minimum requirements and allow the content of your plan to expand to include everything that makes it successful.

This plan should reflect how your system/district provides or supports professional development in its jurisdiction. KSDE is interested in knowing how you are doing something, rather than just having something stating that you do or plan to do something.

If the component is listed as a process or procedure, that can be in a narrative in the body of the plan or in an appendix, depending on what it is. It can be a form or some other document that verifies the process. This will be especially important in Section 2, In-service education plans.

To help keep yourself on the right track, imagine that KSDE is going to audit your plan. Does what you're doing match your plan? Do you have the documentation to verify that? Does your staff know what's in the plan and would they be able to answer questions about it?

Would their answers match yours?

Remember that during an audit any documentation that is used to verify the actions stated in your plan must be available to see.

**KSDE will use this checklist to ensure a consistent, thorough and timely review of 5-year professional development plans.**

Each component is assigned a number.

Before you submit you plan for review, put that number to the left of the narrative, paragraph, table, picture, etc. that corresponds to that component. The number can be part of the plan document or written on the document and then scanned and emailed to KSDE at [professionalLearning@ksde.org](mailto:professionalLearning@ksde.org) (See small clip of document below). Make the number obvious.

#### Professional Development Council (PDC)

##### Membership:

1.4

The Professional Development Council includes all members of our Building Leadership Teams (BLTs) from the elementary, middle, and high schools, the Director of Curriculum and Instruction, and building administrators. The Building Leadership members are chosen by their building administrator to serve. The three teams come together regularly to chart district direction and do the work of the PDC. Members serve no less than one year and not more than three years.

Once you have all components in the plan, send it to KSDE, who will review it and, if needed, work with you to get a final version. Once that final version is set, you will remove the component numbers and provide KSDE a clean version to go on the State Board consent agenda for approval.

A copy of the statutes and regulations for professional development are included after this checklist for your convenience.

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## 1. Professional development council (PDC) for in-service education

- 1.1** Process to ensure the PDC is representative of the agency's licensed personnel.  
[KAR 91-1-217 \(a\)\(1\)](#)
- 1.2** Process to ensure that the membership consists of as many or more teachers than administrators, all of whom are representative of the district's licensed staff.  
[KAR 91-1-217 \(a\)\(2\)](#)
- 1.3** Process for ensuring at least one PDC member receives annual training related to roles and responsibilities of council members, including responsibilities under these regulations, K.A.R. 91-1-215 through K.A.R. 91-1-219, and then trains the rest of the PDC on that information. Training each member annually would also meet this requirement. Training can be internal or external to the PDC.  
[KAR 91-1-217 \(b\)\(1\)](#)
- 1.4** PDC operational procedures, which can be in the body of the plan or in an addendum.  
[KAR 91-1-217 \(b\)\(2\)](#) and [KAR 91-1-216 \(a\)\(1\)](#)
- 1.5** A five-year plan based upon criteria established by the state board.  
[KAR 91-1-217 \(b\)\(3\)](#)
- 1.6** *Although not required by state regulations, if the district governing body approves the 5-year in-service plan, documentation of that approval may be included in the plan (optional). KSDE recommends that the PDC Chair or representative discusses how a district's governing board would like to handle this and proceed accordingly.*  
[KAR 91-1-217 \(b\)\(3\)](#)
- 1.7** Process for awarding professional development points. "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."  
[KAR 91-1-218](#)
- 1.8** *Process for spending State in-service education program funds (optional).*  
[KAR 91-1-219](#)
- 1.9** Description of the process a license professional will use to appeal non-approval of his/her individual development plan by the local PDC.  
[KAR 91-1-206 \(d\)](#) See also [KAR 91-1-211](#)

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## 2. In-service education plans

- 2.1** Process or procedure for assessing in-service needs for staff development at the individual, building and system levels. Building level professional development should be closely aligned with the school improvement plan. Also, the professional development needs of the licensed professionals should be considered and aligned with the needs of the system.  
[KAR 91-1-216 \(b\)\(2\)](#)
- 2.2** Process or procedure for identifying goals and objectives based on those in-service needs at the individual, building and system levels and that align with system initiative/process, such as the strategic plan, KESA, etc.)  
[KAR 91-1-216 \(b\)\(3\)](#)
- 2.3** Process or procedure for identifying activities at the individual, building and system level that are planned/designed/selected to meet those goals and objectives.  
[KAR 91-1-216 \(b\)\(4\)](#)
- 2.4** Process and procedures for using evaluative criteria, which “shall include measures for assessing the impact of programs on improvement ... of effective instructional skills and improvement of the academic performance of pupils.”  
[KAR 91-1-216 \(b\)\(5\) and KSA 72-2546](#)
- 2.5** 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.  
[KAR 91-1-216 \(c\)](#)
- 2.6** An approved plan may be amended at any time by following the procedures specified in this regulation. This component still needs some clarification and you will not be responsible for it right now. KSDE will provide guidance.  
[KAR 91-1-216 \(e\)](#)
- 2.7** The 5-year in-service plan includes a signature page or other verification that the local professional development council reviewed and approved it. Can be part of the PDC operational procedures. (See 1.4).  
[KAR 91-1-206 \(c\)\(3\)](#)

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## 3. Individual Professional development plans (Individual PDP) for license renewal

- 3.1** Process to ensure one or more of the required areas (content endorsement and professional education standards and service to the profession) are included in the Individual PDP. Can be part of the PDC operational procedures. (See 1.4)  
KAR 91-1-206 (a)(1-3)
- 3.2** Process for district employees to file and receive approval for an Individual PDP with the PDC. Can be part of the PDC operational procedures. (See 1.4)  
KAR 91-1-206 (b)
- 3.3** Process for those who work or reside in the district but are not district employees to file and receive approval for an Individual PDP with the PDC. Can be part of the PDC operational procedures. (See 1.4)  
KAR 91-1-206 (b)
- 3.4** Process for ensuring that the Individual PDP planning process is a cooperative effort between the licensed professional and his/her designated supervisor and considers the needs of the teacher and the district. Can be part of the PDC operational procedures. (See 1.4)  
KAR 91-1-206 (c)(1)
- 3.5** The plan is signed by the individual submitting the plan and by the individual's supervisor, if the supervisor agrees with the plan. Can be part of the PDC operational procedures. (See 1.4)  
KAR 91-1-206 (c)(2)

