

# GCL-AR Continuing Professional Development Program

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **GCL-AR**  
Adopted: 11/28/00  
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Orig. Code(s): R/R 4200

## Continuing Professional Development Program

All contracted district employees, in positions requiring Teacher Standards and Practices Commission (TSPC) licensure, excluding substitutes, will follow the procedures provided below for meeting continuing professional development (CPD) requirements.

1. The district and each school/site shall use Board goals, Board policy IF - Curriculum Development and Review, the consolidated district improvement plan (CDIP) and/or the school improvement plan (SIP) to identify instructional and program needs. These instructional and program needs will be the basis for staff development and training opportunities that are to be offered on the district's school improvement days.
2. Licensed employees shall maintain an active CPD plan. All licensed staff shall participate in the CPD program and document participation using district-approved forms. Modifications to an employee's CPD plan may be made after consultation with his/her advisor, as identified in OAR 584-090-0010 to -0040.
  - a. Each CPD plan shall be designed to assist the employee to:
    - (1) Achieve district, state and national standards;
    - (2) Keep current with the development and use of best practices; and
    - (3) Develop ways to enhance learning for a diverse student body.
  - b. Each CPD plan shall identify CPD activities and experiences that address one or more of the following domains of professional competency:
    - (1) Subject matter or speciality;
    - (2) Assessment strategies;
    - (3) Instructional methods and curriculum;
    - (4) Understanding diversity;
    - (5) State and national education priority;
    - (6) Use of technology in education.
  - c. Each CPD plan shall include the following requirements for district and individual plan models as identified in OAR 584-090-0020:
    - (1) At the beginning of a licensure cycle when a basic, standard or continuing license is issued or renewed, a licensed employee shall select to participate in one of the two following options: complete an individual plan or complete the district plan;
    - (2) Each CPD plan shall:

(a) Identify at least one domain of professional competency to be addressed as stated in OAR 584-090-0010;

(b) List the goals and objectives to be achieved through the CPD plan;

(c) Identify activities and experiences that might be selected to meet the goals;

(d) State how the CPD plan is to assist the educator to improve professionally;

(e) Describe the resources that will be used to complete the plan; and

(f) Provide verification of review of the plan by a supervisor or approved CPD advisor.

(3) A CPD plan for a five-year license renewal application consists of the completion of a minimum of 125 professional development units. A CPD plan for a three-year license renewal application consists of the completion of a minimum of 75 professional development units. A CPD plan may be divided into a series of separate, year-to-year plans of various lengths of time. The CPD plan must, however, be completed prior to the licensed employee's license renewal date;

(4) The CPD plan is portable if the licensed employee moves to a different district and it is amendable to reflect changes in the licensed employee's goals, assignment or employment;

(5) The CPD plan shall be comprehensive and sufficient to assist licensed employees to master new strategies and content;

(6) Each licensed employee shall provide documentation to the supervisor and/or CPD advisor that the plan has been completed and the licensed employee has analyzed the results and applied the acquired knowledge and skills to improve student learning;

(7) If appropriate to the current CPD plan, up to 25 excess CPD units earned in the previous plan may be applied to meeting the licensure requirements for the current plan as determined by the supervisor.

3. The district, through school improvement days, will attempt to offer as many professional growth activities as recognized needs warrant and resources permit. The district recognizes that there may be times when CPD units may be earned outside of school improvement day offerings and still meet the intent of the district's CPD program.

4. The responsibility for completing a CPD plan and for meeting licensure renewal requirements rests with the licensed employee.

5. The licensed employee remains solely responsible for retention of the documentation, completion of the CPD plan and for submitting the CPD plan to the human resources department. The supervisor, during the life of the CPD plan, as a service to the employee, shall retain an updated copy in a separate CPD file until completed.

6. Upon completion of a CPD plan, the employee shall submit the CPD form to his/her CPD advisor for verification of completion. The completed CPD plan form will be kept in the licensed employees CPD file at the school/site until the license is due for renewal. A summary form with the total number of CPD units earned as indicated on the completed CPD plan will be submitted to the department of human resources by the licensed employee's supervisor. The CPD units earned will be recorded in the licensed employee's personnel file. When the licensed employee applies for renewal of license, the district will report "successful experience and completed CPD plan" on the Professional Educational Experience

Report/C2 form.

## 7. Appeals Process

### a. Review Teams

(1) A district CPD plan review team for licensed teachers shall include the director of human resources or designee, and the LCEA president or designee. In the event that the CPD plan review team cannot reach a mutual decision, the superintendent will have the final decision.

(2) A district CPD plan review team for licensed administrators shall include two superintendent's designees. In the event that the CPD plan review team cannot reach a mutual decision, the superintendent will have the final decision.

b. If a supervisor does not approve a licensed employee's proposed district or individual CPD plan submitted, the licensed employee has the right to appeal that decision to his/her respective CPD plan review team.

c. If a supervisor does not verify the completion of the licensed employee's proposed district or individual CPD plan, the licensed employee has the right to appeal that decision to his/her respective CPD plan review team.

d. If the supervisor does not verify the completion of a licensed employee's individual CPD plan, and his/her respective CPD review team upholds the supervisor's decision, the licensed employee has the right to appeal such decisions to the TSPC. The licensed employee must submit a written notice to the TSPC together with evidence of activities completed to fulfill the CPD plan as identified in OAR 584-090-0060.