

## Notes Pages for PDP Presentation PowerPoint

### Slide 1:

#### UW-Whitewater & CESA 2: Licensure Renewal Support Center

- The Licensure Renewal Support Center is one of 15 centers in Wisconsin established to provide support to initial and professional educators in the private and public sectors.
- Specifically, the Center provides services related to PI34 requirements for licensure renewal of teachers, pupil services personnel and administrators.
- This power point is designed to acquaint educators with the requirements for licensure renewal for initial and professional educators and the resources available through the UW-Whitewater/CESA 2 Licensure Renewal Support Center and other resources in the state.
- See the UW-Whitewater Licensure Renewal Support Center website at [www.edu/pdplsc](http://www.edu/pdplsc) to review this presentation.

### Slide 2:

#### PI 34 Licensure Renewal Requirements

- All initial and professional educators in Wisconsin, who completed their requirements for licensure after August 2004, will be able to move through three stages of licensure renewal during their careers as teachers, pupil services personnel, or administrators.
- The licensure cycles have been established to provide meaningful professional development that affects student learning.
- The Wisconsin Educator Standards for licensure, as outlined in Wisconsin Administrative Rules PI34 for teachers, pupil services personnel, and administrators, provide the framework for professional development and license renewal.

#### Initial Educator License

- The Initial Educator License for teachers, pupil services personnel, and administrators is a 3-5 year, non-renewable license.

- **The initial educator licensure timeline is connected to regular employment in a position that requires the Initial Educator License; therefore, the license cycle timeline begins at the date of employment.**
- **Employment as a substitute teacher or an emergency or provisionally licensed professional may not be considered regular employment and is then not a part of the license cycle timeline.**
- **Any educator who changes their licensure category (i.e., from teacher to administrator) after August of 2004 is also considered an initial educator in the new category.**

### **Professional Educator (5 years)**

- **The professional educator is an individual who has successfully completed the Initial Educator License stage with 3 or more years of experience and a verified Professional Development Plan (PDP). The requirements of a PDP will be discussed later in this presentation.**
- **Professional educators must renew their license every five years.**
- **If a professional educator received a Wisconsin license before August 31, 2004, he or she has the option of renewing the license by completing a PDP or by taking six credits from an approved higher education program.**
- **The professional educator licensed after August 31, 2004, MUST renew by completing a PDP.**

### **Master Educator (voluntary 10-year renewable)**

- **Becoming a master educator is a voluntary process, and once completed it will give the individual a ten-year renewable Master Educator License.**
- **Educators may select one of two paths to achieve the Master Educator License:**
  1. **The assessment for this license can include the development of a portfolio by the educator that documents mastery of the Wisconsin Educator Standards, professional contributions, and improved student learning.**  
  
**A DPI-trained Wisconsin Master Educator Assessment Process (WMEAP) team assesses this portfolio.**
  2. **Or, educators may select to earn the National Board for Professional Teaching Standards Certification.**
- **In addition, to become a master educator one must hold a masters degree related to their area of licensure**

**Slide 3:**

**Initial Educator**

- **The Initial Educator License is a 3-5 year non-renewable license.**
- **Teachers, administrators, or pupil services personnel, who are issued an Initial Educator License, are required to complete a Professional Development Plan (PDP) as one of the license requirements to advance to the Professional Educator License stage.**
- **The other requirement for advancement is 3 years of experience in a regular (not substitute) position that requires an Initial Educator's License.**

**The Professional Development Plan must address 2 or more Wisconsin Educator Standards (WES) in teaching, administration, or pupil services.**

- **The PDP must also demonstrate how one's professional growth impacts student learning.**

**Approval and verification of completion of a PDP is determined by the Initial Educator Review Team.**

- **Successful completion of the PDP shall be documented and that completion shall be verified by a majority of the PDP Team members and communicated to the state superintendent.**
- **The PDP Team approves the goal(s) and later verifies completion of the PDP for initial educators.**
- **The PDP Team must include :**
  - **One peer, who is not the initial educator's mentor, who is selected by the educator, and is from within the educator's category of licensure (i.e., teacher, administrator, or pupil services personnel).**
  - **One administrator, who has been designated by the school district administrator and subject to approval by the school board.**
  - **One higher education representative (IHE) who has been designated by a Wisconsin Institution of Higher Education.**
- **The educator initiates the review process and convenes the Team.**
- **All PDP reviewers must complete training and be approved by the DPI.**
- **A list of DPI approved review team members can be located on-line through the DPI website, the Quality Educator Initiative website, or UW-Whitewater**

Licensure Renewal Support Center website. These websites are provided later in this presentation.

Slide 4:

### Professional Educator

- **Once the initial educator advances to the Professional Educator License stage, renewal of the Professional Educator license requires the successful completion of another PDP.**
- **The Professional Educator license needs to be renewed every 5 years.**
- **A Professional educator, who is already licensed, or eligible for a license prior to August 31, 2004, may choose to complete a PDP or six semester credits for license renewal.**
- **This choice needs to be made at the beginning of the licensure cycle.**
- **The PDP should again demonstrate professional growth in two or more of the Wisconsin Educators Standards and the impact of that growth on student learning.**
- **Again, a PDP team reviews and verifies completion of the PDP.**
- **At least three licensed professionals serve as peer reviewers on a team.**
  - **If you are renewing a license as a teacher, your peers must hold teaching licenses within your licensure category;**
  - **if you are an administrator, peers must be licensed administrators ;**
  - **and**
  - **if you are pupil services personnel, peers must be licensed in pupil services.**
- **Successful completion of the PDP shall be documented and that completion shall be verified by a majority of the PDP Team and communicated to the state superintendent.**
- **The PDP Team is not required to approve the PDP goal(s) for the Professional Educator, however the team is required to verify completion of the PDP.**
- **Again, the educator initiates the PDP review process.**
- **All PDP reviewers must complete training and be approved by the DPI.**

- **A list of DPI approved team members can be located on-line through the DPI website, the Quality Educator Initiative website, or UW-Whitewater Licensure Renewal Support Center website. These websites are provided later in this presentation.**

**Slide 5:**

**The Professional Development Plan has several components.**

- **Foremost, the PDP is developed by the individual licensee and remains the property of the applicant.**
- **It serves as the mechanism for renewal of your license.**
- **The plan must demonstrate your increased proficiency and professional development based on the Wisconsin Educator Standards.**
- **This PDP process allows you the opportunity to direct your own professional growth through a written PDP and indicate how that growth will affect student learning.**

**The Professional Development Plan: Educator Toolkit published by the Department of Public Instruction details the steps for writing a PDP and includes the PDP Writing Form and checklists used by team members to review the PDP.**

**This reference is provided later in the presentation.**

**You must engage in self-reflection before writing your Plan.**

- **Self-reflection is a dynamic process that involves your analysis and feedback about your professional performance and its relationship to student learning.**
- **Your self-reflection constitutes the foundation of your plan.**
- **It helps you to improve, expand, and strengthen your teaching, pupil services, or leadership repertoire.**

**The following components must be included in your written Plan:**

- **Note that if you are selecting more than one goal, you must include each component for each goal.**

**First, describe your school and position.**

- **You will need to provide a context for your PDP by discussing demographic information that is relevant to your situation and the goals of your plan.**
- **Specific aspects have been identified for you to include, i.e., school setting and diversity of the school population.**

**Then, describe your goal.**

- **Your goal(s) must be verifiable and relevant to your self-reflection and aligned with Wisconsin Educator Standards**

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- **Goal(s) must impact your professional growth and have an effect on student learning.**

**Next, provide a rationale for your goal.**

- **You must have a rationale that links your goal to your self-reflection, your profession situation, and the licensure standards you have selected.**

**You must then provide a plan for assessing and documenting the results of your goal(s).**

- **Assessment needs to include the documentation of results of your efforts to improve your professional growth related to selected standards, and**
- **describe current student learning data relevant to your rationale and goal.**

**You then must develop a plan for how you will meet your goal(s).**

- **The plan must include objectives that are observable and verifiable actions.**
- **The completion of these actions should result in the accomplishment of your goal.**
- **Goals should answer the question, Where do I want to go? And objectives should address the question, How do I get there?**
- **Then you must state the activities which outline the actions, steps, and timeline that lead to the achievement of objectives and goal(s).**
- **The plan also needs to identify the types of evidence you will provide to document your professional growth and the impact of your growth on student learning.**
- **You must also state whom you plan to work with in formulating and carrying out your PDP and how often you plan to work together.**

**Slide 6:**

**As you implement your PDP, you must write annual reviews of your progress toward your goals.**

- **In years two, three, and four you are required to review your plan.**
- **This review includes a summary statement and any revisions to your goal(s) objectives or activities.**
- **If you are an initial educator and substantial revisions to your plan are necessary, the annual review must be submitted to the PDP Team for approval the year the revisions are made.**

**Finally, you must document the completion of your Plan.**

- **You must submit your completed plan and appropriate documentation to the PDP Review Team no later than January 15<sup>th</sup> of the final year of your licensure renewal cycle.**

- **Documentation must include evidence illustrating results of your goal and impact on student learning.**
  - **You need 3-5 pieces of evidence to document your growth and its effect on student learning.**
  - **It is important to collect evidence on an on-going basis throughout your licensure cycle.**
- **The final step also requires that you summarize and reflect upon how you reached your goal(s).**
  - **You must reflect upon how you grew professionally, how that growth effected student learning, how you collaborated, and discuss the achievement of your goals.**

**Slide 7:**

**Here are some basic guidelines about the Initial Educator Licensure Cycle:**

- **Remember the PDP is part of a cycle of professional growth.**
- **A timeline has been established that provides for meaningful professional development that affects student learning.**
- **In the initial educator cycle, the plan may be completed in 3-5 years.**

**Year 1 of your employment/license cycle is intended to be a year to help you prepare to write your PDP and engage in self reflection about goals you may want to select and how you might formulate a plan to accomplish your professional growth.**

**In Year 2 you write and seek approval of your PDP.**

- **By Oct. 1<sup>st</sup> of year two of your employment/licensure cycle, you are required to write your PDP and submit it to your PDP Review Team for their approval of your goal(s).**
- **You are responsible for initiating this review.**
- **Each goal you have identified in your plan must address all the required components of the plan.**
- **By December 1<sup>st</sup>, your PDP Team reviews your plan.**
- **A two-thirds majority is needed for goal approval.**
- **If a majority of the PDP Team members does not approve your goal(s), comments are given, and you must resubmit your revised goal(s).**
- **You have from January 15<sup>th</sup> until June 1<sup>st</sup> to resubmit.**

**During Years 2, 3, & 4 you must document an annual review of your plan and seek approval from review team members for any major changes.**

- **It is your responsibility to annually review your progress.**
- **These reviews must include a reflective summary and any revision to your goals(s), objectives, and activities each year of your license cycle, except the 1<sup>st</sup> and last years.**

- These annual reviews must be submitted to the PDP Review Team members as part of your completion plan.
- If there are substantial revisions to your plan, you must submit the annual review to your PDP Review Team by April 1<sup>st</sup> each year revisions are made.

**In Year 5, it is your responsibility to document and submit your completed plan.**

- This process requires that you include your approved and signed Goal Approval Form to your PDP Review Team for their review and verification.
- This must occur from July 1<sup>st</sup> through January 15<sup>th</sup> during the final year of your employment/license cycle.
- By April 1<sup>st</sup>, the PDP Team will review your plan and verify documentation of completion of the plan.
- If a majority does not verify your plan, comments are given, and you must resubmit your revised plan to a PDP Team for verification between January 15<sup>th</sup> and June 1<sup>st</sup>.
- By June 1<sup>st</sup>, you are responsible for submitting the signed PDP Verification Form along with your completed application and appropriate fee(s) to the DPI for license renewal.

**The Professional Development Plan: Educator Toolkit published by the Department of Public Instruction provides detailed charts of time frames, components, activity descriptions and required forms for initial and professional educators using the PDP Process.**

**This reference is provided at the end of this presentation.**

**Slide 8:**

**The Wisconsin Department of Public Instruction has funded 15 Licensure Support Centers (LRCs) in the state.**

- The University of Wisconsin – Whitewater Licensure Renewal Support Center (LSRC) works in collaboration with CESA 2 serving districts in southeastern Wisconsin.
- The Center is located in Winther Hall in the College of Education on UW-Whitewater's campus.

**We are designed to provide a variety of PI 34 license-related services to educators in public and private schools and educational organizations.**

- Thus our mission includes, but is not limited to, services to educators in early childhood programs and centers, parochial schools, and correctional facilities.

**A major focus of the LRCs is to assist educators renewing their license using Professional Development Plan (PDP).**

**Slide 9:**

**An array of services is available through the Wisconsin LRCs to help public and private school districts and educational organizations meet PI 34 requirements.**

- **Most importantly, LRCs can assist districts meet the needs of new teachers in the initial stage of their careers as they face the challenges of managing and organizing a classroom for optimal student learning.**

**The LRCs also can facilitate ongoing orientation and support seminars based on Wisconsin Educator Standards.**

- **Initial educators are required to have ongoing orientations to help acclimate them to the culture and climate of the school; along with support seminars centered on specific needs and concerns.**
- **These seminars should be based on the Wisconsin Educator Standards.**
- **LRCs can provide such programs using a variety of district selected formats and cover many suggested topics of interest to initial educators; such as: Management, Parent Communication, Planning and Lesson Design, Learning and Assessment, Diversity, Collaboration, Legal Aspects, and more.**

**LRCs can assist with the identification & training of mentors.**

- **Initial educators are required by PI 34 to have a mentor to provide support and assistance in a non-evaluative manner.**
- **Qualified mentors must be provided by the district/agency for this purpose.**
- **LRCs can provide programs to assist in selecting and retaining mentors, preparing mentors for their roles and responsibilities, and maintaining effective mentoring relationships with initial educators.**

**LRCs play a major role in training reviewers for Initial Educator PDP Review Teams.**

- **The DPI requires that all members of initial educator review teams be trained in the Professional Development Plan approval and verification process.**
- **LRCs sponsor this DPI approved training 3-4 times annually.**

**LRCs also can assist educators create their PDPs.**

- **Centers provide initial and professional educators information about PDP requirements in the licensure cycle and guidelines and training to develop the PDP.**

**Centers also can manage the professional development review process.**

- They provide a variety of services to help initial and professional educators select review team members and carry out the approval and review process for PDPs.

Additional information about required PI 34 services can be found in The Initial Educator Support System: District Guide published on-line or in hard copy by the Wisconsin Department of Public Instruction.

This reference is provided at the end of this presentation.

Please refer to the link for this slide to find information on the location, contact persons, and contact information for the 15 Licensure Renewal Centers in Wisconsin.

Licensure Renewal Centers in Wisconsin are available in the following locations:

Site	Contact Person	Email	Phone
Brown Deer	Joan Naomi Steiner	<a href="mailto:steinerj@uwosh.edu">steinerj@uwosh.edu</a>	920-232-1328
CESA 1	Sandy Stefczak	<a href="mailto:sstefczak@cesa1.k12.wi.us">sstefczak@cesa1.k12.wi.us</a>	262-787-9568
CESA 3	Kevin Hennessy	<a href="mailto:khenessy@cesa3.k12.wi.us">khenessy@cesa3.k12.wi.us</a>	608-786-4800
CESA 5	K. Richardons Tiffany Loken	<a href="mailto:richardsonk@cesa5.k12.wi.us">richardsonk@cesa5.k12.wi.us</a> <a href="mailto:lokent@cesa5.k12.wi.us">lokent@cesa5.k12.wi.us</a>	608-742-8814
CESA 6	Linda Reetz	<a href="mailto:lreetz@cesa6.k12.wi.us">lreetz@cesa6.k12.wi.us</a>	920-236-0534
CESA 7	Claire Wick	<a href="mailto:cwick@cesa7.k12.wi.us">cwick@cesa7.k12.wi.us</a>	920-492-5960
CESA 8	Glenn Bowers	<a href="mailto:gbowers@cesa8.k12.wi.us">gbowers@cesa8.k12.wi.us</a>	800-831-6391 ext. 226
CESA 9	Jayne Werner	<a href="mailto:jwerner@cesa9.k12.wi.us">jwerner@cesa9.k12.wi.us</a>	715-453-2141 ext.222
CESA 10	Nancy Berklund	<a href="mailto:nberklund@cesa10.k12.wi.us">nberklund@cesa10.k12.wi.us</a>	715-720-2137
CESA 11	Connie Erickson	<a href="mailto:conniee@cesa11.k12.wi.us">conniee@cesa11.k12.wi.us</a>	715-986-2020
CESA 12	Andrea Pokrzywinski	<a href="mailto:andrea@cesa12.k12.wi.us">andrea@cesa12.k12.wi.us</a>	715-682-2363
SWESS/UW-Parkside	Janet Morris	<a href="mailto:jkmorris@wilmotconsortium.com">jkmorris@wilmotconsortium.com</a>	262-862-9005 ext. 647
UW-La Crosse	Lynn Weiland Kevin Hennessy	<a href="mailto:Weiland.lynn@uwlax.edu">Weiland.lynn@uwlax.edu</a> <a href="mailto:khennessy@cesa4.k12.wi.us">khennessy@cesa4.k12.wi.us</a>	608-785-6512 608-786-4800
UW-Milwaukee	Emily Levine Elise Frattura	<a href="mailto:elevine@uwm.edu">elevine@uwm.edu</a> <a href="mailto:frattura@uwm.edu">frattura@uwm.edu</a>	414-229-2366 414229-3864
UW-Whitewater	Marie Benson	<a href="mailto:bensonm@uww.edu">bensonm@uww.edu</a>	262-472-1680

**Slide10:**

- **Additional resources on many aspects of PI 34 including licensure renewal policies and procedures are available through printed materials at the Wisconsin Department of Public Instruction:**
  - **Initial Educator Support System: District Guide**
  - **Professional Develop Plan: Educator Toolkit**
  - **Professional Development Plan: Team Toolkit**
- **Interested parties may purchase hard copies of these publications or download the documents from the DPI site free of charge.**  
**[www.dpi.state.wi.us/dpi/dlsis/tel/html](http://www.dpi.state.wi.us/dpi/dlsis/tel/html)**

**Slide11:**

- **The Quality Educator Interactive (QEI) provides an on-line vehicle for educators to create and store Professional Development Plans for the review process.**
- **QEI is free to all Wisconsin educators and students enrolled at a Wisconsin Institute of Higher Education.**
- **University of Wisconsin – Whitewater Licensure Renewal Support Center will utilize this on-line tool in our Summer Institutes designed to assist Initial and Professional Educators in the creation, approval, and verification of their PDPs.**

**Slide 12:**

**How Can Educators Get SUPPORT for the PDP Process?**

- **UW-Whitewater and CESA 2 have collaboratively developed two programs to support educators and districts/educational organizations in the PDP process.**
- **These options include The Professional Development Planning Summer Institutes for Initial & Professional Educators and the Professional Development Planning Graduate Certificate Program.**
- **These programs can be accessed by individual educators or school districts and:**
  - **provide direct coaching for educators on how to create PDPs and have them approved and verified by a review team; and**
  - **prepare district level personnel to become stewards of professional growth through mentorship, active engagement with initial and**

**professional educators about PDPs, and involvement as PDP team reviewers.**

**Slide 13:**

**UW-Whitewater offers campus-based Summer Institutes to support initial and professional educators in the PDP process, including those seeking the option of writing PDPs rather than taking six credits to renew their licenses.**

- **These Institutes provide a structured process for initial and professional educators to receive mentorship and support to create, reflect, refine, document, and verify successful completion of PDPs.**
- **Institutes will provide direct training on how to write all components of a PDP.**
- **Institutes will provide a major focus on how to develop and conduct assessment & evaluation that use multiple sources of evidence to document your professional growth and the related learning outcomes of your students.**
- **Participants will be assigned to coaches, who will serve as their higher education representative on their PDP review teams.**
- **These coaches will facilitate learning communities to support educators in the process of planning, writing, and refining their PDPs.**
- **Participants will be coached on how to create and store on-line PDPs and establish sites on the Quality Educator Initiative.**
- **Institute staff will directly assist participants in selecting and establishing the membership of their PDP review team and provide stipends to PDP review team members.**

**Slide 14:**

**PDP Summer Institutes provide three types of credit-based options for initial and professional educators at different steps in the timeline of the PDP process.**

- **Each institute course can be taken for 1 undergraduate or graduate credit.**
- **Institutes are scheduled for two days each summer and include classroom and on-line interactions.**

- The courses within the Institutes may be taken as educators approach the steps of writing the PDP; beginning with the reflective process of preparing to write, to the steps and components involved in writing a plan, through the process of annual reviews of the plan, and finally documenting completion of the plan.
- These courses include:
  - EDUINDP 410/610: Creating Your PDP  
(began in 2005)
  - EDUINDP 411/611: Implementing Your PDP  
(begins in 2007)
  - EDUINDP 412/612: Verifying Your PDP  
(begins in 2007)

**Slide 15:**

**EDUINDP 410/610: Creating Your PDP may be taken for undergraduate or graduate credit.**

- This 1<sup>st</sup> course in the Institute series, will be offered every summer to support new initial educators.
- This Institute is designed for initial educators who have completed their first year of employment and for experienced professional educators.
- This Institute will guide educators through a planning, drafting, and self/peer editing process to complete Steps 1 and 2 of the PDP.
- During Step 1: Preparing to Write the Plan, coaches and colleagues will work together to use self reflection tools and analyze their current levels of knowledge, skills, and dispositions related to the Wisconsin Educator Standards.
  - Activities will be designed to help educators reflect on professional development directions by identifying patterns of performance, professional interests, and compelling student or professional needs.
- During Step 2: Writing the Plan, coaches and colleagues will work together to:
  - identify and write goal(s) linked to self reflections and desired areas of professional growth,
  - provide a rationale for goals by linking to 2 or more standards,
  - plan how to assess professional growth and it's effect on student learning, and
  - develop objectives, activities, timelines, and collaboration efforts to accomplish goals.

- **This Institute provides focused emphasis on how to document evidence that your professional growth positively impacted student learning outcomes.**
- **Multiple assessment measures will be addressed for these purposes, such as state or district assessment results, work samples, targets/benchmarks, behavioral data, and more.**
- **Participants will be coached on the use of the Quality Educator Interactive and provided time to develop and store PDPs on-line.**
- **Participants will also become familiar with the DPI checklist used by PDP Review Team Members to approve Steps 1 and 2 and engage in the self and peer reviews of PDPs using these checklists.**
- **By the close of the Institute, participants will have identified peer and administrative Team members for the goal approval process of their PDPs; and their Institute coaches will serve as their higher education representatives on their review teams.**
- **Participants will be required to submit their PDPs to team members by Oct. 1<sup>st</sup> for review and approval. If revisions are required on a PDP, coaches will continue to give feedback to participants until PDPs with revised goals must be resubmitted between Jan. 15<sup>th</sup> and June 1<sup>st</sup>.**

**Slide 16:**

**The 2nd summer institute course, EDUINDP 411/611: Implementing Your PDP, will be offered every summer beginning in 2007.**

- **This one-credit Institute course is designed for initial and professional educators engaged in implementing approved PDPs.**
- **It can be taken for repeated credit, if desired in years 3 and/or 4 of the licensure cycle, or any time in a professional's career.**
- **This institute may be taken independently or with small groups of professionals working on similar professional goals included on PDPs.**
- **Based on expressed interest, university faculty/staff can be arranged to offer opportunities for professionals with similar professional goals to engage in learning communities to share and refine content knowledge and/or skills and strategies that reflect evidence-based practices.**

- **Knowledge, skills, and dispositions developed through course activities may become part of your Annual Review of your Plan and influence reflection summaries or even lead to revisions in your PDP goals.**

## Slide 17

**The 3<sup>rd</sup> summer institute course, EDUINDP 412/612: Verification of Your PDP will be offered every summer beginning in 2007.**

- **This one-credit, Institute course is designed for initial and professional educators who have completed Step III: Annual Reviews and are preparing for Step IV: Documentation of Completion of Your PDP.**
- **Participants will work with coaches and your colleagues to select and organize evidence of:**
  - **your professional growth and its effect on student learning and**
  - **your collaborative efforts and achievements related to your goals.**
- **The institute emphasis will be on writing reflection and summary statements.**
- **It is designed to guide educators through a planning, drafting, and self/peer editing process, using the DPI checklists, to complete requirements of Steps IV: Documentation of Completion of Your PDP.**
- **Participants will again utilize the Quality Educator Interactive and be provided time to complete the final aspects of their PDPs on-line.**
- **By the close of the Institute, participants will have identified peer and administrative Review Team members for the verification process of their PDPs; and their Institute coaches, if required, will serve as their higher education representatives on their review teams.**
- **Participants will be required to submit their completed plans and documentation to the PDP review team members between July 1<sup>st</sup> and January 15<sup>th</sup> of the final year of their licensure renewal cycle.**
- **Review teams will complete their reviews by April 1<sup>st</sup> and provide feedback to professionals whose plans were not verified. Revised plans must be resubmitted between January 15<sup>th</sup> and June 1<sup>st</sup> with notification of verification provided to the DPI also by June 1<sup>st</sup>.**

**Slide 18:**

**PDP Summer Institutes will be offered to support the stages of the PDP process over a period of three years.**

- **Educators may opt to take any or all of these courses.**
- **Course taken for graduate credit can be used as electives in most Master's Degree programs in Education, including the PDP Graduate Certificate Program.**
- **The first course: Creating Your PDP will be offered every summer beginning in 2005.**
  - **This course meets on campus for 1 1/2 days from 8:00 to 3:00 and 8:00 to noon.**
  - **The remaining 4 hours of class time will be spent working on-line with your review team members in the goal approval process.**
  - **Note the dates from 2005-2008 for this course.**
- **The next course: Implementing Your PDP will be offered every summer beginning in 2007.**
  - **This course meets on campus for one day from 8:00-3:00 with the remaining 8 hours of class time spent networking on-line with colleagues.**
  - **Note the dates for 2007 and 2008.**
- **The last course: Verification of the PDP will be offered every summer beginning in 2007.**
  - **This course meets on campus for 1 1/2 days from 8:00 to 3:00 and 8:00 to noon.**
  - **The remaining 4 hours of class time will be spent working on-line with your review team members in the PDP verification process.**
  - **Note the dates for 2007 and 2008 for this course.**

**Slide 19:**

- **Educators interested in any further information and future schedules for the Summer Institutes should contact the UW-Whitewater Licensure Renewal Support Center.**
  - **The Center coordinator, Marie Benson will be available to assist you**

- **For further registration assistance, contact Carrie Lencho in the Office of Continuing Education.**

**Slide 20:**

**The University of Wisconsin-Whitewater also offers a Graduate Certificate Program in Professional Development Planning.**

- **This program is designed to train experienced professionals, who hold the Professional Educator License, to become stewards of professional growth for educators at all levels of licensure.**
- **The Certificate Program seeks to create engagement in the PDP process that strengthens the talents and resources of all individuals within their professional communities.**
- **The program specifically trains educators to serve as:**
  - **mentors for initial educators,**
  - **members of PDP review teams for initial and professional educators, and**
  - **UW-Whitewater higher education representatives on PDP review teams.**
- **Program graduates are also eligible to serve as instructors/coaches for groups of initial and professional educators creating PDPs while enrolled in UW-Whitewater's Summer Institute Series.**

**Slide 21:**

**The PDP Graduate Certificate Program includes 12 credits offered at UW-Whitewater.**

- **The program can be completed in two semesters.**
- **The program offers participants 9 credits of required courses incorporating a blend of 50% in-class instruction and field-based and on-line activities.**
- **Requirements include the following 3 credit courses:**
  - **EDUINDP 710: Mentoring the Initial Educator: A Performance Based Approach**
  - **EDUINDP 711: The Professional Development Planning Process**
  - **EDUINDP 712: Serving as a PDP Initial Educator Team Member**

- **Participants may select 3 credits of elective coursework directly related to their particular area(s) of interest for professional development. These credits may be taken at UW-Whitewater or transferred from another approved institution of higher education.**
- **These courses are also accessible to professionals who are not officially enrolled in the PDP Graduate Certificate Program.**
- **We encourage all professionals, who are seeking training to support district programs in mentoring or professional development for initial educators, to enroll in any of the courses.**
- **Professional Educators, who have the option of renewing their licenses by taking six credits, are also encouraged to enroll in these courses.**
- **All courses can be used as elective credits in Masters Degrees within the College of Education at UW-Whitewater.**

**Slide 22:**

**The UW-Whitewater Licensure Renewal Support Center also offers site-based certificate programs within districts or educational organizations.**

- **Site-based training includes all three courses delivered in your locality with special consideration to the specific learning needs of professionals in your district/consortium.**
- **Site-based Certificate programs are tailored to meet specific needs and create and/or support a culture of professional growth and learning within your district/consortium by incorporating field-based experiences on the site.**
- **These programs can provide further support for districts to sustain quality mentoring, on-going staff development and the professional development planning process.**

**Slide 23:**

**EDUINDP 710: Mentoring the Initial Educator is the first course in the program sequence.**

- **This 3 credit course includes in-class involvement, field-based activities, and on-line forums.**
- **Content and activities focus upon:**

- how to establish and implement non-evaluative support and assistance to initial educators through mentoring programs;
- how to assist in selecting and retaining mentors, preparing mentors for their roles and responsibilities, and maintaining effective mentoring relationships with initial educators;
- research for effective schools and the guiding principles of Wisconsin's new PI. 34 rules governing relicensure for educators;
- sharing a vision of educator quality based on Wisconsin Educator Standards;
- developing a collaborative environment in which to learn and practice;
- demonstrating the results of reflective practice by creating professional goals and plans; and
- focusing goals on increasing student learning outcomes.

**Slide 24:**

The second course in the sequence is **EDUINDP 711: The Professional Development Planning Process.**

- This 3 credit course also includes in-class involvement, field-based activities, and on-line forums.
- Content and activities focus upon:
  - How to guide and coach initial and professional educators through the process of developing and verifying PDPs by:
    - assisting them to use activities and tools to self-reflect about their professional development directions, identify their patterns of performance, professional interests, and compelling student or professional needs;
    - assisting educators to gather and analyze current data from multiple sources to provide evidence of professional growth and the related learning outcomes of their students; and
    - helping them use the Wisconsin Educator Standards as a framework for writing, implementing, and documenting professional growth and learning.

**Slide 25:**

The third course in the sequence is **EDUINDP 712: Serving as a PDP Initial Educator Team Member.**

- This 3 credit course includes in-class involvement, field-based activities, and on-line forums.

**Content and activities focus upon:**

- **Preparing educators in the Wisconsin DPI professional and/or master licensure cycles to:**
  - **serve as members of the initial educator review team;**
  - **embrace a philosophy and practice of providing open-ended feedback to promote reflection and growth about professional development;**
  - **utilize checklist to document components of professional goals in PDPs and verify successful completion of these goals; and**
  - **complete the approved training activities required by DPI to qualify to serve as a Review Team Member for PDPs.**

**Slide 26:**

**The Department of Public Instruction through the UW-Whitewater Licensure Renewal Support Center and the other 14 LRCs in the State provides training opportunities for educators to serve as team reviewers in the approval and verification process of PDPs.**

- **These trainings are offered 3-4 times a year in the fall, spring, and summer.**
- **The schedule of trainings, applications, and procedures for enrollment are available by contacting the website for the Center.**
- **UW-Whitewater also seeks to be able to provide site-based trainings for interested districts or educational organizations.**

**Slide 27:**

**For additional information on the UW-Whitewater PDP Graduate Certificate Program contact the Program Coordinator, Marie Benson.**

**For additional assistance with program admission contact Sally Lange, Program Assistant for the School of Graduate Studies.**