

### 3.4.1F1 -- Request for Professional Development Credit for Planning & Preparation

<b>Teacher Name:</b>	
<b>Date of Activities:</b>	
<b>Number of Hours requested:</b>	
<b>Activities Performed:</b>	
<b>Teacher Signature:</b>	
<b>Principal Approval:</b>	

**TEACHER WORK DAYS: Section 5.0 – Professional Development Criteria**

**5.05** Pursuant to Act 1185 of 2005 an individual may be entitled to up to twelve (12) hours of professional development credit approved by the district/school which may be applied toward the sixty (60) hour professional development requirement for that time period at the beginning of each school year which is used to plan and prepare curriculum or develop other instructional material provided:

- 5.05.01** The time is spent in his/her instructional classroom, office or media center at the public school;
- 5.05.02** The time is prior to the first student teacher interaction day of the school year; and
- 5.05.03** The time is spent in the focus areas listed in Section 5.02 of these Rules, and may include but are not limited to the following:
  - 5.05.03.1** Grade level and/or vertical team planning to integrate subject areas;
  - 5.05.03.2** Team work to analyze student data;
  - 5.05.03.3** Team work to develop academic improvement plans (AIP) or individual educational programs (IEP);
  - 5.05.03.4** Developing assessments for learning (formative assessments);
  - 5.05.03.5** Professional book studies;
  - 5.05.03.6** Developing student-centered units tied to the State academic standards and student learning expectations;
  - 5.05.03.7** Developing intervention strategies to support remediation;
  - 5.05.03.8** Developing and/or revising the Arkansas Comprehensive School Improvement Plan (ACSIP); and
  - 5.05.03.9** Developing and/or revising curricula maps and/or pacing guides.
- 5.05.03.10** Pursuing study as noted in individual professional development plan
- 5.05.04** No professional development credit shall be given for activities under Section 5.05 of these Rules unless those activities meet the criteria and standard requirements set out in Sections 5.02 of these Rules. Specific activities which do not qualify include but are not limited to:
  - 5.05.04.1** Making and putting up bulletin boards;
  - 5.05.04.2** Clerical work associated with documents such as ACSIP, AIP and IEPs; and
  - 5.05.04.3** Administrative faculty or team administrative meetings.
- 5.05.05** Certified public school personnel who meet the requirements of Sections 5.02 and 5.05 of these Rules shall be entitled to earn one (1) hour of professional development for each hour of approved preparation, not to exceed twelve (12) hours.