

GARRETT COUNTY PUBLIC SCHOOLS
PDP 1 – PROFESSIONAL DEVELOPMENT PLAN FOR APC
 (For Use During Standard Professional Certificate-2)

Sections I and II of the PDP1 are to be designed/implemented by the employee to ensure continued professional growth for the current SP-2 certificate and to fulfill certification requirements for an APC. The principal and/or supervisor will review the PDP1.

NAME: _____ **SS#** ***_**_

SCHOOL/SITE: _____ **CURRENT ASSIGNMENT:** _____

CURRENT CERTIFICATE: STANDARD PROFESSIONAL CERTIFICATE – 2

VALIDITY DATES: _____

ENDORSEMENT/FIELDS: _____

I. PDP-1 GOALS:	Approved Credit

Certificate Holder Signature: _____ Date: _____

Principal or Supervisor* Signature: _____ Date: _____

Certification Supervisor Signature: _____ Date: _____

*The principal or supervisor signature indicates agreement with this plan.

II. COURSEWORK COMPLETED	Institution	Credits	Date

Certificate Holder Signature: _____ Date: _____

Principal or Supervisor Signature: _____ Date: _____

Certification Supervisor Signature: _____ Date: _____

The completed PDP1 is to be forwarded to the GCBOE/Staff Development Office when the current certificate is due for renewal. It is the certificate holder’s responsibility to design, obtain approval, and complete the PDP.

PDP1 Copies: 1)Certificate Holder; 2)Principal; 3)Certification Office

PROFESSIONAL DEVELOPMENT PLAN (PDP-Form 1)
TO BE COMPLETED FOR APC

The requirements and procedure to obtain an Advanced Professional Certificate through the Maryland State Department of Education as approved by the Garrett County Board of Education on May 9, 1995 are outlined below.

Requirements

1. All employees working toward an Advanced Professional Certificate must devise a professional development plan indicating what will be done to obtain the APC. Ex: masters or equivalent.
2. There are only two paths to an APC, a master's degree or an equivalent of a master's degree. An equivalent must total thirty-six (36) hours of college or workshop credit. Twenty-one (21) of the thirty-six (36) hours must be graduate level, and the individual must have been successfully employed for four years.

Procedure

1. When the Standard Professional 2 certificate is mailed to the employee, a PDP-1 form will also be included. The PDP-1 should be completed promptly.
2. The certificate holder will complete the PDP and meet with the appropriate professional responsible for evaluation to obtain agreement.
3. All coursework documentation must be forwarded to the certification office for filing and reimbursement.
4. Copies of the PDP are to be filed with the appropriate principal/supervisor and the certification office.