

PART Ed 512 PROFESSIONAL DEVELOPMENT MASTER PLAN AND RECERTIFICATION

Ed. 512.01 Basic Requirement. Each school administrative unit, local school district, or participating nonpublic school shall prepare a 5-year master plan in accordance with requirements of this part.

Ed. 512.02 Criteria for State Approval of Local Professional Development Master Plan.
The following criteria shall apply to the approval of the master plan:

- (a) Each school administrative unit, local school district, or participating nonpublic school shall file with the department the 5-year master plan required by Ed. 512.01.
- (b) At least once every 5 years, representatives of the department shall make an on-site visitation in order to observe whether the local administration of the master plan adheres to the criteria set forth below.
- (c) A local professional development committee, established by the local superintendent shall:
 - (1) Develop and monitor the master plan according to Ed. 512.02(d) through (I) under the direction of the local superintendent in accordance with local school board policies, state statutes and board rules; and
 - (2) Number not fewer than 9 nor more than 15 members representing educators, school specialists, students, administrators, school board members and community lay persons.
- (d) The professional development master plan shall include the following:
 - (1) A statement of purpose;
 - (2) A statement of local student learning needs as identified, including but not limited to:
 - a. New Hampshire Education Improvement and Assessment Program;
 - b. Portfolios;
 - c. Standardized tests; or
 - d. Other local assessment instruments;

- (3) Evidence that curriculum frameworks adopted by the state board of education are being incorporated into the plan;
- (4) Provisions for individual educator growth and school program improvement;
- (5) An ongoing evaluation component;
- (6) A statement describing how accountability for student performance will be demonstrated;
- (7) A statement describing how the master plan will address teacher competencies as stated in Ed 610.02;
- (8) A statement describing how data is utilized to make decisions;
- (9) Articulation of the relationship of the master professional development plan goals to district/school goals;
- (10) A statement describing professional development activities including, but not limited to:
 - a. Collegiate or graduate course work;
 - b. Workshops;
 - c. Seminars;
 - d. Institutes;
 - e. Observations;
 - f. Independent study;
 - g. Study group;
 - h. Job-embedded projects;
 - i. Educational peer coaching;
 - j. Mentoring; and/or
 - k. Curriculum development; and

- (11) A process to address the recertification needs of all certified employees, including paraprofessionals; and
- (e) The professional development master plan shall be consistent with state certification rules and with federal, state and local laws and regulations, including the local education improvement plan required in federal grant applications.
- (f) The professional development master plan shall recognize differences among professional educators by allowing recertification credit for completion of one of the following:
- (1) A choice of activities as indicated in Ed 512.02 (d)(10)[a-k] within but not limited to one or more of the 7 major professional development components as listed in (g) below; or
 - (2) A comprehensive 3-year individual professional development plan which represents an alternative equivalent to the total number of clock hours required in Ed. 512.04.
- (g) The 7 major professional development components shall be:
- (1) Knowledge of subject or field of specialization which shall include an understanding of the theory and content related to the educator's primary teaching or special service assignment;
 - (2) Character and citizenship education which shall include the following subjects:
 - a. Self-discipline, self-respect and self-control;
 - b. Truth and honesty with self and others;
 - c. Fairness, integrity and justice;
 - d. Respect, courtesy and human worth;
 - e. Responsibility to oneself and others;
 - f. Community service and responsible citizenship; and
 - g. Privileges, duties and responsibilities of citizenship, including appreciation and respect for:

1. Civic and social institutions of the United States and the federal government; and
 2. The organization and operation of municipal, county, and state government pursuant to RSA 186:5, RSA 186:13, I and II, RSA 189:111 and RSA 189:23 II, and the New Hampshire Constitution, Part Second, Article 83;
- (3) Professional skills which shall include those skills necessary to carry out a job assignment, including, but not limited to:
- a. Methods of teaching;
 - b. Diagnosis of learning problems;
 - c. Design of instruction;
 - d. Evaluation of student work; and
 - e. Student/parent conference techniques;
- (4) Knowledge of learners and learning which shall include understanding of the nature and development of learners as well as the various processes by which learning occurs including, but not limited to:
- a. Learning theories;
 - b. Developmental theory of children and adults;
 - c. The characteristics of those with learning handicaps; and
 - d. The cognitive, affective and physiological processes of learning;
- (5) Knowledge of the school's role, organization, and operation which shall include an understanding of the school as an institution, and also includes, but is not limited to:
- a. Community and school relations;
 - b. School law;
 - c. School finance; and
 - d. How the institution changes over time;

- (6) Exploratory or innovative activities; and
- (7) Integration of technology in the school which shall include:
 - a. Using basic applications, such as word processing for communication, databases for managing information, spreadsheets for problem solving, and telecomputing for internet access;
 - b. Using technology tools to support the curriculum, including curriculum frameworks; and
 - c. Understanding the legal and ethical issues associated with the use of these technologies.
- (h) The professional development master plan shall include procedures for collecting and interpreting data which will indicate the degree of effectiveness of the processes stated in Ed. 512.02(g)(1) and (4).
- (i) Meeting the requirements of the master plan may result in a minimum requirement which exceeds 75 hours.
- (j) Professional staff whose credentials expire in a given year shall accrue their total hour requirements of approved professional development activities prior to being re-nominated and/or re-elected pursuant to RSA 189:14-a. Hours accrued after re-nomination and/or re-election shall be counted toward the next 3 year recertification cycle which will commence on July 1 of that same calendar year.
- (k) For those educators requiring more than 135 hours of approved professional development activity, the superintendent may submit an amended professional development plan to the administrator to extend the period up to 6 years, or 2 certification periods, for that portion of the teacher's professional development plan that exceeds 135 hours.
- (l) The administrator or his/her designee shall review each professional development master plan and shall approve such plan in writing to confirm whether it meets the provisions of this section or if it needs modification.
- (m) If the professional development master plan is amended, the amendments shall be made in accordance with this section, as confirmed by the administrator.

Ed 512.03 Individual Professional Development Plan. Each certified educator shall develop an individual plan as follows:

- (a) An educator shall file the individual professional development plan with the school administrative unit, local school district, or participating nonpublic school for review and approval according to the criteria in paragraph (c);
- (b) The individual professional development plan shall be developed for a three-year period consistent with the educator's certification; and
- (c) The individual professional development plan shall:
 - (1) Focus on increased student performance;
 - (2) Satisfy the requirements for recertification specified in Ed 500;
 - (3) Describe how the individual plan is directly linked to the master plan;
 - (4) Reflect the content of the district's curriculum, area(s) of certification, state frameworks, and national standards, as related to an individual's expertise;
 - (5) Describe how the individual plan addresses the teacher competencies as stated in Ed. 610.02;
 - (6) Include activities for both personal growth and school program improvement; and
 - (7) Include a component for self-evaluation.

Ed. 512.04 Criteria for Recertification of Educators under the Professional Development Master Plan. The following criteria shall apply:

- (a) The professional development master plan shall require that every educator applying for renewal of his/her credential acquire the following number of minimum hours in each of the following categories:
 - (1) A minimum of 75 hours of approved professional development activity every 3 years;
 - (2) A minimum of 45 hours of the total hours required shall be devoted to approved professional development activities to meet district needs, school goals, and/or school improvement plans; and

(3) A minimum of 30 hours of the total hours required shall be devoted to approved professional development activity in each subject area and/or field of specializations, which shall include the knowledge requirements of Ed 512.02(g)(1) for which recertification is sought; and

(4) In addition to the requirements in (1), (2), and (3) above for each endorsement 30 hours shall be devoted to approved professional development activity in each subject area and/or field of specialization

Ed 512.05 Criteria For Recertification Of Educators Not Under The Local Professional Development Master Plan. Certified educators seeking recertification who are not employed by a school administrative unit, a local school district, or a participating nonpublic school [either]:

(a) Comply with a professional development master plan prepared by the department in accordance with the criteria listed in Ed 512.02 and with the individual plan prepared under Ed 512.03 according to the following breakdown of required hours:

(1) At least 20 hours of the required 75 in the area of integration of technology as defined in Ed 512.02(g)(7);

(2) At least 30 hours of the required 75 in an approved professional development activity in each subject area and/or field of specialization, including an understanding of the theory and content related to the educator's primary teaching or special service assignment; and

(3) At least 35 of the remaining hours in those areas listed in Ed 512.02(g), subparagraphs (2) through (6).

Ed 512.06 Certified Paraprofessionals. Requirements for certified paraprofessionals shall be as follows:

(a) For those certified paraprofessionals who are employed by a unit listed in Ed 512.01, a minimum of 50 hours shall be required in areas determined by the professional development master plan required by this part; and

(b) For those certified paraprofessionals who are not employed by a unit listed in Ed 512.01 a minimum of 50 hours of paraprofessional growth shall be required in one or more of the 7 components listed in Ed 512.01(g)