

**Workplace Specialist
Professional Development Plan
Point Values and Experiences**

The workplace specialist teacher must have the approval of area career and technical director and university teacher trainer for each option.
A workplace specialist teacher must have a minimum of 90 total points to be eligible for renewal of their license. A maximum of 45 points per five years can be in the trade area, unless the option is college coursework or service as an elected officer in a professional organization. The same activity cannot be used twice in a five-year renewal period, unless the option is college coursework or service as an elected officer in a national organization.

Option	Maximum Points	Point Value	Required Verification	Expected Signatures
College Credit that would apply toward a degree in education or in their trade area	<ul style="list-style-type: none"> • 90 points/5 years 	<ul style="list-style-type: none"> • 1 semester hour = 15 points • 1 quarter hour = 10 points 	<ul style="list-style-type: none"> • Official transcripts earned from an accredited college • Must be a grade of “B” or better or a “P” in pass/fail 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer
In-Service Credit	<ul style="list-style-type: none"> • 45 points/5 year period 	<ul style="list-style-type: none"> • 1 hour = 1 point 	<ul style="list-style-type: none"> • In-service Credit Approval Slip • Course Attendance slip with number of hours indicated 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Program Provider(s)
Professional Conference/ Workshop/Institute/ Seminar	<ul style="list-style-type: none"> • 45 points/5 year period 	<ul style="list-style-type: none"> • 1 hour in workshop = 1 point 	<ul style="list-style-type: none"> • Original certificate of attendance or completion • Letter from supervisor conference staff • Copies/Exhibits of products developed by applicant 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Program Provider(s)
New Teacher Mentoring	<ul style="list-style-type: none"> • 36 points/5 year period 	<ul style="list-style-type: none"> • 1 clock hour = 1 point 	<ul style="list-style-type: none"> • Signed mentor form 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer
Peer Assistance	<ul style="list-style-type: none"> • 25 points/5 years 	<ul style="list-style-type: none"> • 1 clock hour = 1 point 	<ul style="list-style-type: none"> • Documentation form with signature of school principal 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer
Internship in Trade Area	<ul style="list-style-type: none"> • 40 points/5 years 	<ul style="list-style-type: none"> • 1 hour = 1 point 	<ul style="list-style-type: none"> • Documentation form and summary of observation including signature from company representative and administrator or transcript 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Company Rep (Human Resources Director)

Option	Maximum Points	Point Value	Sample Verification	Expected Signatures
Educational Publication	<ul style="list-style-type: none"> 45 points/5 years 	<ul style="list-style-type: none"> 1 point = 500 words or less 5 points = 501 to 1500 words 10 points = 1501 words or more 45 points for published book 	<ul style="list-style-type: none"> Copy of publication with article Must contribute to the profession or add to the body of knowledge in the individual's specific field Must be commercially published or formally approved document or formally published by a recognized state or National organization or agency 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer
*Elected Officer in Professional State or National Organization *One time only option in a career for state service. *One time only option in a career for national service.	<ul style="list-style-type: none"> 45 points/5 years for state organization 90 points/5 years for national organization 	<ul style="list-style-type: none"> One year of service = 45 points for state service One year of service = 90 points for national service 	<ul style="list-style-type: none"> Evidence of service to include meeting minutes, newsletters showing organization's activities, etc. Documentation verifying election and completion of term 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Appropriate Signature From Organization
Successful Completion of Nationally Recognized Certificate Program *Renewal of certificate without an exam cannot be used for PGP	<ul style="list-style-type: none"> 45 points/5 years 	<ul style="list-style-type: none"> 45 points for certificate 	<ul style="list-style-type: none"> Copy of official certificate awarded Test scores must be submitted 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Program Provider(s)
Cooperating Teacher (for an undergrad practicum)	<ul style="list-style-type: none"> 15 points/5 year period 	<ul style="list-style-type: none"> 1 point/assignment 	<ul style="list-style-type: none"> University/college documentation form 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Appropriate University Rep, if not same person as University Teacher Trainer

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Curriculum Development	<ul style="list-style-type: none"> • 45 points/5 year 	<ul style="list-style-type: none"> • 1 hour = 1 point 	<ul style="list-style-type: none"> • Documentation form • Written evidence endorsed by administrator including copy of curriculum 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Building Principal
Presentation In Teaching Field or Formal Setting	<ul style="list-style-type: none"> • 10 points/5 year period 	<ul style="list-style-type: none"> • 1 hour = 1 point • maximum of one point for same presentation • the same presentation may only be used one time for point value 	<ul style="list-style-type: none"> • Agenda/Program listing presentation • Outline of presentation 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Program Provider(s)
Professional Programs/ Organization Committee Membership	<ul style="list-style-type: none"> • 30 points/5 years 	<ul style="list-style-type: none"> • 1 hour = 1 point 	<ul style="list-style-type: none"> • Documentation form • Letter from organization as signed and endorsed by officer on committee assignment • Proof of membership and participation 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Committee Chair
School Accreditation Activities (up to two different teams)	<ul style="list-style-type: none"> • 50 points/5 years for chair • 30 points/5 years for team member 	<ul style="list-style-type: none"> • 25 points/team for chair • 15 points/team for team member 	<ul style="list-style-type: none"> • Documentation from school superintendent and accreditation organization 	<ul style="list-style-type: none"> • Area Career & Technical Director • University Teacher Trainer • Accreditation Team Chair, if team member
CTSO (Career and Technical Student Organizations)	<ul style="list-style-type: none"> • 30 points/5 years 	<ul style="list-style-type: none"> • 5 points for regional participation • 10 points for state participation • 15 points for national participation 	<ul style="list-style-type: none"> • Verification of award • Documentation of scoring report • Winner's List • Verification of service or participation 	<ul style="list-style-type: none"> • State Director/Department of Education • Area Career & Technical Director • University Teacher Trainer