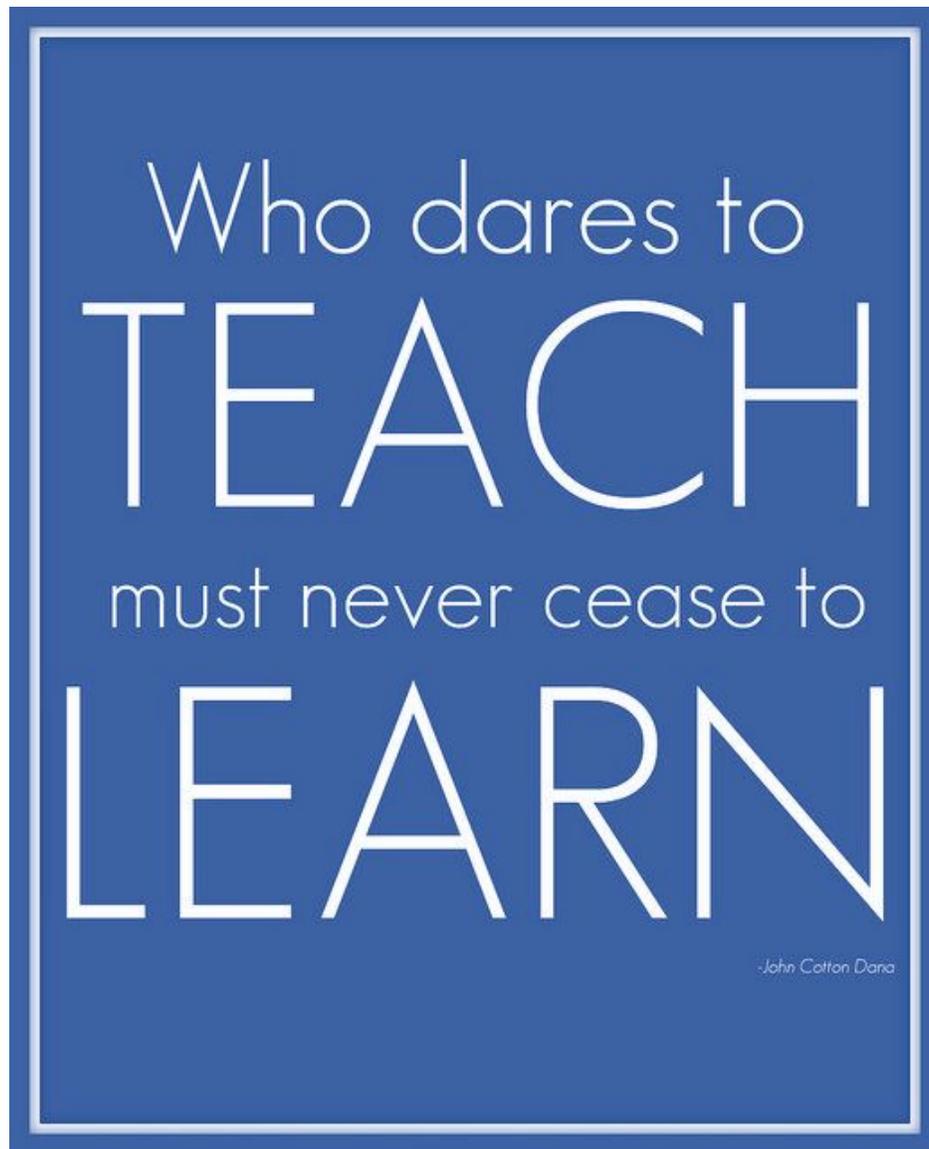


USD 404
Riverton Schools

PDP TOOLBOX MANUAL



USD 404 Professional Development Committee

Casey Mayfield (Chairperson) – High School

Judy Price (Request Manager) – District Office

Zach Martin (Administration Representative) – Middle School

Will Mallatt – High School

Becky McDonald – Middle School

Lynette Tracy – Middle School

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for sharing information and documents
that assisted in the development of this manual.*

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USD 404 Riverton Schools PDP Toolbox Manual

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What is the PDP Toolbox?

The Professional Development Planner (PDP) Toolbox is an online tool that:

- Coordinates and documents professional learning
- Warehouses and streamlines the documentation and validation process for recertification points (re-licensure).

As a learning professional you may add your own goals, request professional learning opportunities, and request your own professional development points.

What Types of Learning Can Earn Points?

The most common ways to earn points include the following:

- Attending professional development opportunities (1 point per hour of contact learning)
 - Workshops or trainings at our school
 - Workshops or trainings at Greenbush
 - Workshops or trainings offered across the state and nation
- Enrolling in college courses related to education (20 points per credit hour)
- Reading professional journals or books (1 point per hour of reading time and reflection)
- Applying new knowledge (see section below titled What are Application Points?)
- Making impact with new knowledge (see section below titled What are Impact Points?)
- Serving others in the profession (see section below titled What are Service to Profession Points?)

The list above is not exhaustive. You should consult with your administrator and the PD Committee about other potential points opportunities.

PD Points in Detail

There are 4 levels of points:

- Knowledge Points
- Application Points
- Impact Points
- Service to Profession Points

What are Knowledge Points?

Knowledge points answer the question: What do I know now that I didn't know before?

1 hour of learning = 1 point

Characteristics of Knowledge Points:

- Has expanded knowledge of the indicated goal and can describe, discuss, or explain what it is.
- Has attended a workshop or conference or read or heard about a new knowledge/skill
- Has knowledge but hasn't yet applied or practiced it

Evidence of Knowledge Points:

- Participation in activities that increase your knowledge/skill about content and/or professional practices

What are Application Points?

Application points answer the question: What am I doing that I didn't do before?

2 x Knowledge Level Points

Characteristics of Application Points:

- Has developed a sense of expertise and confidence with the strategy and is able to apply appropriate strategies with ease and automaticity
- Engages in dialogue with peers about how to improve or enhance use of skill or behavior

Evidence of Application Points:

- Evidence and/or artifacts that illustrate application of the strategy
 - Notes or videotapes from feedback sessions from a peer coach or supervisor
 - Lesson plans or management plans
 - Videotapes or logs
 - Artifacts representative of project
- **Evidence should be documented over time and not reflect only ONE-time use**

What are Impact Points?

Impact points answer the question: What is the result of your newly acquired knowledge and skill in terms of impact on students, other adults, or program or policy development?

3 x knowledge level points

Characteristics of Impact Points:

- Able to correlate the goal to student learning and school improvement
- Uses student achievement results to guide use and adaptation of strategy
- Trains or coaches others in use of the strategy

Evidence of Impact Points:

- Evidence and/or artifacts that demonstrate impact from the strategy
 - Improved student academic performance
 - Positive changes in student behaviors
 - District or school policy change
 - Application activities by others
 - Revision of district, grade level, or content-area curriculum
- **Evidence must be documented over time and reflect a change in practice**

What are Service to Profession Points?

Service to Profession Points answer the question: How have I served others in the profession?

Service to Profession Points are NOT available for doubling or tripling like Knowledge points.

Characteristics of Service to Profession Points:

- Participation in activities that help others in the profession expand their expertise

Examples of Service to Profession Points:

- Mentoring student teachers (1 point per hour of mentoring time)
- Service on accreditation teams (1 point per hour served)
- State and consortium committees, offices or committees in professional organizations, local committee work (1 point per hour served)
- Workshop presentations (1 point per hour of presentation including preparation time)

Getting Started with the PDP Toolbox

You will need a computer with Internet access and a web browser such as Google Chrome or Mozilla Firefox.

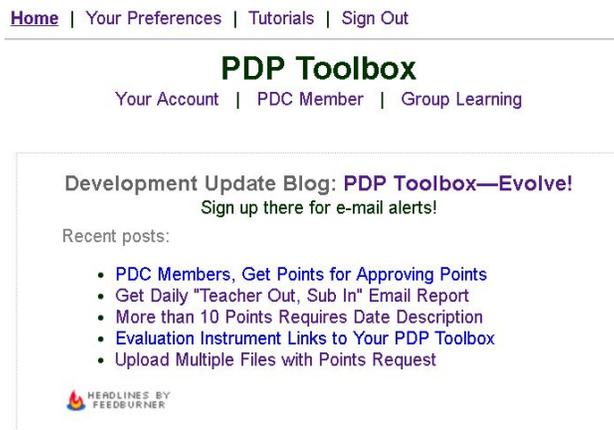
You will need to obtain a user name and password from your principal or Judy Price.

To sign in go to: **<https://pdptoolbox.org>** See Figure 1.



Figure 1

Enter your district number, username, and password. Then, click [Sign in]. You are now logged into the PDP Toolbox. See Figure 2.



See Figure 2

Please verify that your name and district are listed at the top left hand corner of the page.

Checking your PDP Toolbox Preferences

At the top of the page is a "Your Preferences" link that allows you to change your personal information and password.

It is strongly suggested that you change your password during your initial session with the PDP Toolbox.

Ensuring your PDP Toolbox Matches Your License

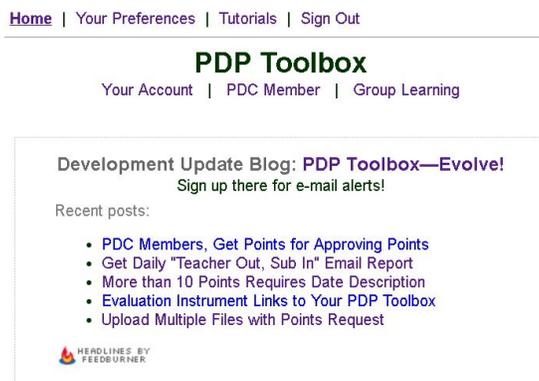
- Under Preferences – Make sure your PDP Toolbox name matches the full legal name as it appears on your teaching license/certificate.
- Under Preferences – Enter your Current Certificate Expiration date and the period of your license. To find this information you can look on the paper version of your license. You can also find this information by going to the KSDE page: www.ksde.org Then, click on "Teaching & Learning" and choose "License Lookup." See Figure 3.



The screenshot shows the "Educator License Lookup" page from the Kansas State Department of Education. It features a search form with fields for "Educator Last Name", "SSN", and "Educator ID". A "PLEASE NOTE" section states that the database is updated daily and recent changes may not be immediately reflected. The page also includes a navigation menu with "Home", "Your Preferences", "Tutorials", and "Sign Out".

Figure 3

To see your PDP Toolbox activity, click [Your Account]. See Figure 4.



The screenshot shows the "PDP Toolbox" interface. At the top, there is a navigation bar with "Home", "Your Preferences", "Tutorials", and "Sign Out". Below this, the "PDP Toolbox" title is displayed, followed by "Your Account", "PDC Member", and "Group Learning". The main content area features a "Development Update Blog: PDP Toolbox—Evolve!" section with a sign-up for e-mail alerts. Below this, a "Recent posts" section lists several blog entries, including "PDC Members, Get Points for Approving Points", "Get Daily 'Teacher Out, Sub In' Email Report", "More than 10 Points Requires Date Description", "Evaluation Instrument Links to Your PDP Toolbox", and "Upload Multiple Files with Points Request".

Figure 4

The PDP Toolbox is divided into three sections:

Upcoming Activities – Organizes and provides the structure and accountability for professional development. See Figure 5.



The screenshot shows the "Upcoming Activities" section. It features a yellow header with the text "Upcoming Activities: New Leave Request...". Below this is a table with columns for "Activity", "Status", "Activity Date", and "Recent Comment". The table contains one row with the activity "Awakening the Writer Within: Impacting Student Writing Through A", a status of "Approved", and an activity date of "Nov 10, 2016". A link "Add to Cal." is also present. At the bottom of the table, it says "Showing 1 of 1 upcoming activities | View all activities".

Activity	Status	Activity Date	Recent Comment
Awakening the Writer Within: Impacting Student Writing Through A	Approved	Nov 10, 2016	Add to Cal.

Figure 5

Goals – Supports the individual development plan (USD 404 uses a different platform called TalentED Perform to maintain these plans). See Figure 6



Figure 6

Points Request – Supports the process of requesting points for professional learning. You can generate your educator transcript needed for re-licensure here. See Figure 7.

Transcript Points Requests:		New Points Request		Print Transcript...		Request Transcript for Licensure Renewal... (Request up to 6 months prior to renewal time.)		Points Approved: 136.7	
Activity	Knowledge	Application	Impact	Pts.	Col.	Status	Activity Date		
KAMO Leadership Forum	7			7		Not Submitted	Feb 27, 2019		
Teach Like a Rockstar	5.5	Move to APP		5.5		Approved	Feb 07, 2019		
PREK-12 ELA ALIGNMENT	3.5	Move to APP		3.5		Approved	Feb 01, 2019		
Literacy Consultant Meeting	0.75	Move to APP		0.75		Approved	Jan 22, 2019		
BYOC Half Day Work Day	3.5	Move to APP		3.5		Approved	Jan 15, 2019		
RISE COMMITTEE MEETING		Service		2		Approved	Jan 04, 2019		

Figure 7

Working with Upcoming Learning Events

Learning Events are staff development activities that are eligible for PDC transcript points to be used for re-licensure. Such activities would include any workshops, college coursework, district activities, etc. that are allowable under USD 404 PDC guidelines to receive PDC points.

When Learning Event Requests are submitted, they are reviewed by designated personnel (typically your building Principal) in the district for approval then returned to you.

1. Sign into the program as described earlier so that you are viewing the PDP Toolbox: Staff main page.
2. The section 'Upcoming Learning Events' will be found in the upper left portion of this page. This section shows previously submitted requests, their status, and activity date. You are also able to submit new requests here.

The Status column provides a quick overview of the location for each individual Request in the approval process for your District. The terms used within the Status column:

- Approved: The Event has been approved for participation
- Disapproved: The Request has been denied for participation
- Notified: Staff is invited to participate in a Learning Event coordinated by a Learning Coordinator.
- Pending: The Learning Coordinator/s are reviewing the Request.
- Resubmitted: The staff member has edited and resubmitted the Request for approval.

- Saved: New Request information has been saved but not submitted by the staff member for approval.
- Submitted: The Request has been sent by the Staff member, but has not been reviewed for approval.

Submitting a Request to Attend a Learning Event:

1. Click on the 'New' link located next to the 'Upcoming Learning Events' Heading.
2. The 'New Learning Request' form will appear. See Figure 8.

PDP Toolbox: Staff

Request Leave:		Status: New
Purpose:	<input type="radio"/> Professional Development <input type="radio"/> District/School Related <input type="radio"/> Personal	Please make sure you complete a staff absence form and submit to your building principal.
Conference/Activity Name:	<input type="text"/>	
Description:	<input style="width: 100%; height: 40px;" type="text"/>	
Activity Date:	Nov. ▾ 02, 2016 ▾	
Date Description:	<input style="width: 100%; height: 40px;" type="text"/>	
Group:	<input style="width: 100%; height: 40px;" type="text"/>	
Professional Development Information:		
Goal:	<input type="text" value="Select Goal..."/>	
Support:	<input type="text"/>	
		<input type="button" value="Remove Prof. Dev."/>

Figure 8

The "Request Leave" Box:

- a. Choose "Professional Development."
- b. Complete the Activity Title and Description of the Learning Event if this area is not complete. Often times, this information can be copied and pasted from the online information about the event.
- c. Enter the date of the event. If the event is for an extended time (across multiple days) enter the first day of the event. Then, in the Date Description box include the additional information. **The more specific you can be on the date description, the better.**
- d. In the Date Description Box, enter the event times (e.g. 9am to 4pm). **Starting and ending times are very important in later determining the point value.** If the event is across multiple days, enter the event times for each day. OR, enter the events day by day as separate learning events. For Mentoring Dates, it is recommended that you group them by weeks or months.
- e. In the Group Box, enter the names of any colleagues who plan to also attend this learning event.

The "Professional Development Information" Box:

- a. Click on 'Select Goal' to align the request to the appropriate goal.
 - i. **School Improvement** – addresses areas such as: school improvement process, results-based staff development, research-based teaching strategies, diagnosing learning based on data, improving school climate, data handling, performance assessment, site council training
 - ii. **Curriculum & Instruction** – addresses areas such as: developing curriculum, aligning the curriculum, evaluating curriculum, teaching strategies, management skills, comprehensive assessment planning, developing assessments, expanding learner-focused approaches
 - iii. **Technology** – addresses areas such as: using technology to expand learning, using computers and mobile devices as instructional/management tool, using technology as an instructional resource, using computers and mobile devices for assessment, technology literacy for teachers and students, technological applications in vocational education
 - iv. **Student Development** – addresses areas such as: developing student motivation and responsibility, working with disruptive students, teaching self-control, developing counseling skills for teachers to use with students, identifying student, parental, and community needs
 - v. **Professionalism** – addresses areas such as: developing educational leadership skills, developing interpersonal skills, increasing staff motivation and morale, participation in professional organizations, increasing knowledge in subject and content areas, developing site-based management, practicing professional ethics, keeping current on school laws and legal rights of students and staff
 - vi. **Mentorship** – addresses areas such as: mentoring a new teacher and serving in the role of cooperating teacher for a student teacher
- b. In the Support box, enter an explanation of how the learning event supports the goal chosen in Step 4.
- c. Choose the appropriate category from the drop down menu.
 - i. **Content** – Learning about topics taught in classes (e.g. Math, Science, ELA, Welding, Economics)
 - ii. **Professional Education** – Learning about the knowledge, competency, and skills necessary to perform in a role/position
 - iii. **Service to Profession** – Assists other adults in acquiring instructional systems, pedagogy, or content that relates to licensure, accreditation, or professional organization

- d. Then, enter the number of Contact Hours. **This number should represent only times where learning was planned to occur.** Travel time cannot be included in this number. Unless the event included a “working lunch”, meal time should not be included in this number.

Point values of 7 and over for a 1-day event will likely be scrutinized.

This does not mean you cannot have an event worth more than 7 points, but it does mean that you should be confident in the evidence you provide later (see page 14).

- e. Enter the Conference/Activity Location
- f. Check all that apply:
- i. District Requested – You have been requested by an administrator to attend the event
 - ii. Personal Request – You want to attend the event out of your own interest
 - iii. College Credit – You will receive college credit
 - iv. Non-Contract Hours – The event will extend beyond your contracted work time

The “Registration Information” Box:

- a. In almost all instances, you will choose “To be finalized by Main Office” and Susie Nowlin (Board Secretary) will register you.
- b. If you know any of the other information requested in the Registration section, include it to assist Susie.
- c. You can leave the Account # blank.

The “Substitute Information” Box:

- a. Mark Yes or No if a substitute is required. **If a substitute is required, remember to complete a substitute request via Aesop.**
- b. You can leave the Account # blank.

The “Vehicle Information” Box:

- a. Mark the appropriate box and enter the required information if you are requesting a district vehicle (including the estimated miles). **Check with your building principal to find out if you also need to fill out a paper transportation request form.**
- b. You can leave the Account # blank.

The “Hotel Information” Box:

- a. Mark Yes or No if a hotel is required.
- b. If a hotel is required, choose “To be finalized by Main Office.”
- c. Enter the Check-In and Check-Out dates.
- d. If there is a room block arranged or a special rate is provided, please include that information in the Special Instructions box.

- e. Once this information is submitted, Judy Price will arrange a hotel for you.
- f. You can leave the remainder of the Hotel Information blank.

The "Meals Information" Box:

- f. If you are attending a Greenbush event, a meal is usually provided. If your learning event requires an overnight stay, you can apply for meal monies. Calculate the number of meals you plan to consume and the estimated costs.

You are allotted:

\$8 for breakfast

\$8 for lunch

\$10 for dinner.

A check will be sent to you based on the number/type of meals you request.

- g. You can leave the Account # blank.

Once all of the information has been entered, click the Submit for Approval button. You will briefly see a message that says "Submitting Learning Event Request for approval -- please wait..." then the PDP Toolbox main page will reappear. Your submission will then go to your building administrator for approval.

Editing Saved or Returned Learning Events

1. Click on the event from those listed below Upcoming Learning Events section.
2. If applicable, review any comments made by person(s) evaluating the request.
3. Edit or add additional information to the fields as needed.
4. When finished editing, click on the appropriate button at the bottom of the screen
 - a. 'Resubmit for Approval' when the request has been returned for correction or additional information.
 - b. 'Submit Comment' when information has only been added to the 'Comments' box at the bottom of the form.

Deleting a Request from the List of Learning Events

1. Click on the event listed under 'Event'
2. Click on the 'Delete' button located at the bottom of the form. Note: Only the person originating a request can delete it from the program.

Tracking Your Points

The "Points Requests" section of the PDP Toolbox allows you to submit and track all PDC points requests for use on your official Transcript. As Points Requests are submitted, they are sent to the members of the district Professional Development Committee (PDC) for review and approval.

Sign into the program as described earlier so that you are viewing the PDP Toolbox: Staff main page. The section 'Points Requests' will be found in the lower portion of this page. See Figure 9.

Transcript Points Requests: New... Print Transcript... Request Transcript for Licensure Renewal... (Request up to 6 months prior to renewal time.)							Points Approved: 286
Activity	K	A	I	Pts.	Col.	Status	Activity Date
GOOGLE CLASSROOM	2			2		Submitted	Oct 14, 2016
PDC Training (Greenbush)	4			4		Approved	Sep 15, 2016
ESI Annual Training Video	1			1		Approved	Sep 14, 2016

Figure 9

This section shows:

- Previously submitted requests
- Current total of approved points
- Levels of requests submitted – Knowledge (K), Application (A), or Impact (I)
- Request status
 - Not Submitted – Learning event that is available for points request
 - Saved – Request added to account, but not submitted to the PDC
 - Submitted – Sent to PDC for review and action
 - Resubmitted – Staff person changed request and provided update to PDC. Can only be done while request has 'Submitted', 'Returned', or 'Disapproved' status.
 - Pending – PDC Request Manager (Judy Price) is reviewing request. Changes cannot be made.
 - Agenda – PDC Members are reviewing request. Changes cannot be made.
 - Chair: PDC Chairperson (Casey Mayfield) is reviewing request. Changes cannot be made.
 - Returned: PDC Request Manager (Judy Price) has sent the request back to the staff person.
 - Disapproved: PDC Chairperson (Casey Mayfield) has declined the request.
 - Approved: PDC Chairperson (Casey Mayfield) has granted request.
 - Approved, Old Points: Points approved before your current licensing period.
 - Activity date

Requesting Points

The Points Request box populates in 1 of 3 ways:

1. Events that originated in the Upcoming Activities box will drop into the Points Request box after the date of the activity passes. The event will remain there with a "Not Submitted" status until you click on the event title and request points. (See steps below).
2. Group events that your administrator created (e.g. from district In-Service days or Late Start Wednesdays) will appear in the Points Request box once your administrator has added the information to the toolbox. The event will remain there with a "Not Submitted" status until you click on the event title and request points. (See steps below).
3. You can also create new learning events that do not require leave permission or registration (e.g. reading professional journals) by clicking NEW in the Points Request box. The first 3 boxes will be similar to the ones described on pages 9-11 of this manual.
 - Activity Title
 - Activity Description

- Points
- Date
- Date and Time Description
- Goal
- Category
- College

If the learning event originated by numbers 1 or 2 described above, these fields will already be populated by information entered by you (via Upcoming Activities) or by your administrator (via Group Learning events): Activity Title, Activity Description, Points, Date, Date and Time Description, Goal, Category, and College.

If the event originated by number 3 described above, you will have to complete those fields. See pages 9-12 for those instructions.

The remaining field to complete before requesting points is the Post-Activity Information box. See Figure 10.

Figure 10

Post-Activity Information

Evidence and reflection is an important component in the points request process. **You should do this as soon as possible instead of letting months pass after the event.**

1. **In the EVIDENCE box**, list all of the physical artifacts you have from the learning. Evidence could include (but is not limited to):
 - Notes (handwritten or typed)
 - Handouts collected
 - Shared PowerPoints
 - Printed agendas
 - Work logs
 - Certificates of completion

**** Remember, you can easily create digital files of paper documents by using the email function on the school's copy machine. ****

Once in your email inbox, you can save the digital files to your computer and then upload them to the PDP Toolbox.

**** ** Evidence should be able to be produced upon the request of either your PD Committee or KSDE ** ****

If you have digital artifacts to serve as evidence, those can be uploaded by clicking the [Choose Files] button.

2. **In the REFLECTION box**, type the reflection of your learning. Essential questions for reflection include:
 - What do I know now that I didn't know before? (Knowledge level points)
 - What am I doing now that I couldn't or didn't do before? (Application level points)
 - What changes have occurred in school or district programs, among my colleagues, or in student performance, participation, or behavior as a result of my learning? (Impact level points)
 - How have I served others in the profession? (Service to the Profession level points)

**** ** Reflection should be meaningful and thorough ** ****

3. Once all of the information has been entered, click the Submit for Approval button.
4. You will briefly see a message that says "Submitting points request for approval --please wait..." then the PDP Toolbox: Staff main page will reappear.
5. Your new PDC Points Request has been saved to the Activity list and sent to the Request Manager first and the PD Chairman next.
6. The number in the colored box for each activity indicates how many points you have requested for that activity at that level. Clicking on the Activity title will allow you to access all requests submitted for that individual activity.
7. The 'Save Only' button at the bottom of the screen is provided so that you can return at a later time and enter or edit information prior to submitting the request.

To Edit Saved or Returned Points Requests

1. Click on the Request you are choosing to edit or review from those listed in the Activity portion of the Points Requests section.
2. If applicable, review any comments made by the person(s) evaluating the request.
3. Edit or add additional information to the fields as needed.
4. When finished editing, click on the appropriate button at the bottom of the screen
 - a. 'Resubmit for Approval' when the request has been returned for correction or additional information.
 - b. 'Submit Comment' when information has only been added to the 'Comments' box at the bottom of the form.

To Request Application Points

Application points cannot be requested until you have an approved Knowledge of points.

Application cannot reflect a single use of knowledge, but needs to be multiple applications across time.

1. On your main Toolbox page, click MOVE TO APP in the column to the right of the activity title.
2. Once on the application page:
 - a. Add information in the Application description box. Remember these guidelines:
 - i. Characteristics of Application Points: Has developed a sense of expertise and confidence with the strategy and is able to apply appropriate strategies with ease and automaticity.
 - ii. Evidence of Application Points: Evidence and/or artifacts that illustrate application of the strategy. **Evidence should be documented over time and not reflect only ONE-time use.**
3. Enter the number of knowledge points you are multiplying to convert knowledge points into application points. PLEASE NOTE: This number defaults to the original number requested for knowledge points. **The default number may be correct, or you may have to alter it to fit the actual knowledge (learning) time.** For example, if you attended a 6-hour conference that consisted of six 1-hour breakout sessions, and you are applying a strategy used in one of those breakout sessions, you would replace the 6 with 1 (to reflect the learning you are multiplying, not the entirety of the conference).
4. Enter the date and date description information.
5. Enter the evidence and upload any additional documentation. Evidence could include:
 - a. Notes or videotapes from feedback sessions from a peer coach or supervisor
 - b. Lesson plans or management plans
 - c. Videotapes or logs
 - d. Artifacts representative of project
6. Answer the reflection question meaningfully: What can I do now that I didn't do before?
7. Click Submit for Approval.

To Request Impact Points

Impact points cannot be requested until you have an approved Application of points.

Impact must be documented over time and reflect a change in practice.

1. On your main Toolbox page, click MOVE TO IMP in the column to the right of the activity title.
2. Once on the impact page:
 - a. Add information in the Impact description box. Remember these guidelines:
 - i. Able to correlate the goal to student learning and school improvement, uses student achievement results to guide use and adaptation of strategy
 - ii. Evidence of impact points: Evidence demonstrates impact from the strategy.
3. Enter the number of application points you are multiplying to convert application points into impact points. PLEASE NOTE: This number defaults to the original number requested for knowledge points. **The default number may be correct, or you may have to alter it to fit the actual application time.**
4. Enter the date and date description information. **Remember, impact cannot reflect a single use of knowledge, but needs to be multiple applications across time.**
5. Enter the evidence and upload any additional documentation. Evidence could include:
 - a. Improved student academic performance
 - b. Positive changes in student behaviors
 - c. District or school policy change

- d. Application activities by others
- e. Revision of district, grade level, or content-area curriculum
6. Answer the reflection question meaningfully: What is the result of your newly acquired knowledge and skill in terms of impact on students, other adults, or program or policy development
7. Click Submit for Approval.

To Request a PD Transcript

1. Click on the 'Transcript Request for Licensure Renewal' link in the 'Points Request' section of the PDP Toolbox main page.
2. Provide the requested information
3. Click on the 'Submit Request' link Your request will be sent to Ginger Mein at the Southeast KS Education Service Center at Greenbush who will generate the transcript and have it mailed to the specified address.

Who is Ginger Mein and How Do I Contact Her?

Ginger Mein is the Program Coordinator at the Southeast KS Education Service Center at Greenbush who (among other duties) **sends your PD transcript to KSDE** when it is time to renew your license.

Email: ginger.mein@greenbush.org
Phone: 620-762-6281

Ginger Mein's Top Ten List for License Renewal

1. Make sure your **name** (maiden, too) and **address** are correct in the PDP Toolbox. To do this, follow the steps outlined on pages 6 and 7 under Checking your PDP Toolbox Preferences.
2. Make sure you **licensure renewal date** is correct in the PDP Toolbox. To do this, follow the steps outlined on page 7 that describes using the KSDE site to look up your license.
3. Submit points requests after the event as soon as possible.
4. **Watch the relicensure tutorial** in the PDP Toolbox before you start the process of renewal. Once logged in to the PDP Toolbox, there is a link for Tutorials at the top of the screen.
5. Begin the renewal process **6 months** prior to your expiration date to ensure plenty of time to get all data/paperwork gathered.
6. Request and enter as many points as you can. **Avoid** requesting **more than 7 points** for any one day that is not for college credit.
7. Proof of college credit is only submitted to local PDC, not Greenbush.
8. Include **OFFICIAL SEALED** college transcripts in packet/envelope.
9. Follow the instructions and **checklist** that prints as part of your renewal application.
10. **Send everything** (application, transcripts, check, etc.) **in the large envelope provided by Ginger** immediately after receiving it. NOTE: Fingerprints need to be in a separate envelope within the larger envelope.

**REMEMBER: There is only ONE Ginger.
So, do NOT wait until the last minute to renew. And, have patience.**

Points-At-A-Glance

91-1-218. Awarding Professional Development Points	Content	Professional Education	Service to the Profession
<p>Knowledge “What do you know that you didn’t know before”</p>	1 point = 1 contact hour	1 point = 1 contact hour	1 point = 1 contact hour
<p>Application “What can you do that you couldn’t do before?”</p>	2X Knowledge-level points	2X Knowledge-level points	Additional points not available at this level
<p>Impact “What’s the result of your newly acquired knowledge and skill in terms of impact on students, other adults or programs or policy development”</p>	3X Knowledge-level points	3X Knowledge-level points	Additional points not available at this level

I Need Points NOW! What Can I Do?

Greenbush offers FREE On Demand eSeminars for Teachers

Points: Teachers can earn contact hours quickly and easily for Professional Development Points through online Professional Development program!

College Credit: All On Demand eSeminar programs are college-credit eligible through Pittsburg State University at the low cost of \$57.50 for .5 credit (complete any 2 programs) and \$105.00 for 1.0 credit (complete any 3 programs).

NO COST to PDP Toolbox User Districts: That's right! All On Demand eSeminar programs are offered at NO COST to Greenbush PDP Toolbox user districts. Complete as many as needed!

LOW COST to Non-PDP Toolbox Users: If you are not a PDP Toolbox user or district, you may still complete the programs at a low cost AND you are eligible to benefit from PSU's low cost graduate credit tuition.

How to Begin:

Simply go to: <https://www.pdptoolbox.org>
Next to the login box, click Learn More

Support:

For questions or assistance signing up for programs,
please contact Tom Unwin: tomunwin7@gmail.com

For questions or assistance regarding college credit,
please contact Lisa McAtee: lisa.mcatee@greenbush.org