

## Workplace Specialist - PDP - Point Chart

The workplace specialist teacher must receive approval from the area career and technical director and the university teacher trainer for each option. A workplace specialist teacher must earn at least 90 total points to be eligible for license renewal. A maximum of 45 points per five-year period may 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                                                                                                                  |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>College credits that would apply toward a degree in education or in their trade area</b> | <ul style="list-style-type: none"> <li>90 points/5 years</li> </ul>       | <ul style="list-style-type: none"> <li>1 semester hour = 15 points</li> <li>1 quarter hour = 10 points</li> </ul> | <ul style="list-style-type: none"> <li>Official transcripts earned from an accredited college</li> <li>Must be a grade of "B" or better or a "P" in pass/fail</li> </ul>                                        | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> </ul>                              |
| <b>In-Service Credit</b>                                                                    | <ul style="list-style-type: none"> <li>45 points/5-year period</li> </ul> | <ul style="list-style-type: none"> <li>1 hour = 1 point</li> </ul>                                                | <ul style="list-style-type: none"> <li>In-service Credit Approval Slip</li> <li>Course Attendance slip with number of hours indicated</li> </ul>                                                                | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Program Provider(s)</li> </ul> |
| <b>Professional Conference/ Workshop/Institute/ Seminar</b>                                 | <ul style="list-style-type: none"> <li>45 points/5-year period</li> </ul> | <ul style="list-style-type: none"> <li>1 hour in workshop = 1 point</li> </ul>                                    | <ul style="list-style-type: none"> <li>Original certificate of attendance or completion</li> <li>Letter from supervisor conference staff</li> <li>Copies/Exhibits of products developed by applicant</li> </ul> | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Program Provider(s)</li> </ul> |
| <b>New Teacher Mentoring</b>                                                                | <ul style="list-style-type: none"> <li>36 points/5-year period</li> </ul> | <ul style="list-style-type: none"> <li>1 clock hour = 1 point</li> </ul>                                          | <ul style="list-style-type: none"> <li>Signed mentor form</li> </ul>                                                                                                                                            | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> </ul>                              |

*Table 1. Workplace Specialist - PDP - Point Chart*

| Option                   | Maximum Points                                                      | Point Value                                                                                                                                                                                       | Required Verification                                                                                                                                                                                                                                                                                                                                   | Expected Signatures                                                                                                                                                |
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| Peer Assistance          | <ul style="list-style-type: none"> <li>25 points/5 years</li> </ul> | <ul style="list-style-type: none"> <li>1 clock hour = 1 point</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>Documentation form with the signature of the school principal</li> </ul>                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> </ul>                                                            |
| Internship in Trade Area | <ul style="list-style-type: none"> <li>40 points/5 years</li> </ul> | <ul style="list-style-type: none"> <li>1 hour = 1 point</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>Documentation form and summary of observation, including signature from company representative and administrator, or transcript</li> </ul>                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Company Representative (Human Resources Director)</li> </ul> |
| Educational Publication  | <ul style="list-style-type: none"> <li>45 points/5 years</li> </ul> | <ul style="list-style-type: none"> <li>1 point = 500 words or less</li> <li>5 points = 501 to 1500 words</li> <li>10 points = 1501 words or more</li> <li>45 points for published book</li> </ul> | <ul style="list-style-type: none"> <li>Copy of publication with article</li> <li>Must contribute to the profession or add to the body of knowledge in the individual's specific field</li> <li>Must be a commercially published or formally approved document or formally published by a recognized state or National organization or agency</li> </ul> | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> </ul>                                                            |

*Table 2. Workplace Specialist - PDP - Point Chart*

| Option                                                                                                                                                                                                    | Maximum Points                                                                                                                                  | Point Value                                                                                                                                                       | Required Verification                                                                                                                                                                                                      | Expected Signatures                                                                                                                                                                  |
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| <b>*Elected Officer in a Professional State or National Organization</b><br><b>*One-time only option in a career for state service.</b><br><b>*One-time-only option in a career for national service.</b> | <ul style="list-style-type: none"> <li>45 points/5 years for state organization</li> <li>90 points/5 years for national organization</li> </ul> | <ul style="list-style-type: none"> <li>One year of service = 45 points for state service</li> <li>One year of service = 90 points for national service</li> </ul> | <ul style="list-style-type: none"> <li>Evidence of service to include meeting minutes, newsletters showing the organization's activities, etc.</li> <li>Documentation verifying election and completion of term</li> </ul> | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Appropriate Organization Signature</li> </ul>                                  |
| <b>Successful Completion of Nationally Recognized Certificate Program</b><br><b>*Renewal of the certificate without an exam cannot be used for PGP</b>                                                    | <ul style="list-style-type: none"> <li>45 points/5 years</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>45 points for certificate</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>Copy of official certificate awarded</li> <li>Test scores must be submitted</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Program Provider(s)</li> </ul>                                                 |
| <b>Cooperating Teacher (for an undergrad practicum)</b>                                                                                                                                                   | <ul style="list-style-type: none"> <li>15 points/5-year period</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>1 point/assignment</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>University/college documentation form</li> </ul>                                                                                                                                    | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Appropriate University Representative or University Teacher Trainer</li> </ul> |

**Table 3. Workplace Specialist - PDP - Point Chart**

| Option                                                          | Maximum Points                                                            | Point Value                                                                                                                                                                                             | Required Verification                                                                                                                                                                                           | Expected Signatures                                                                                                                  |
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| <b>Curriculum Development</b>                                   | <ul style="list-style-type: none"> <li>45 points/5 year</li> </ul>        | <ul style="list-style-type: none"> <li>1 hour = 1 point</li> </ul>                                                                                                                                      | <ul style="list-style-type: none"> <li>Documentation form</li> <li>Written evidence endorsed by the administrator, including a copy of the curriculum</li> </ul>                                                | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Building Principal</li> </ul>  |
| <b>Presentation in the Teaching Field or a Formal Setting</b>   | <ul style="list-style-type: none"> <li>10 points/5-year period</li> </ul> | <ul style="list-style-type: none"> <li>1 hour = 1 point</li> <li>maximum of one point for the same presentation</li> <li>The same presentation may only be used one time for the point value</li> </ul> | <ul style="list-style-type: none"> <li>Agenda/Program listing presentation</li> <li>Outline of presentation</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Program Provider(s)</li> </ul> |
| <b>Professional Programs/ Organization Committee Membership</b> | <ul style="list-style-type: none"> <li>30 points/5 years</li> </ul>       | <ul style="list-style-type: none"> <li>1 hour = 1 point</li> </ul>                                                                                                                                      | <ul style="list-style-type: none"> <li>Documentation form</li> <li>Letter from organization as signed and endorsed by officer on committee assignment</li> <li>Proof of membership and participation</li> </ul> | <ul style="list-style-type: none"> <li>Area CTE Director</li> <li>University Teacher Trainer</li> <li>Committee Chair</li> </ul>     |

*Table 4. Workplace Specialist - PDP - Point Chart*

| Option                                                             | Maximum Points                                                                                                               | Point Value                                                                                                                                                                          | Required Verification                                                                                                                                                                             | Expected Signatures                                                                                                                                                            |
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| <b>School Accreditation Activities (up to two different teams)</b> | <ul style="list-style-type: none"> <li>• 50 points/5 years for chair</li> <li>• 30 points/5 years for team member</li> </ul> | <ul style="list-style-type: none"> <li>• 25 points/team for chair</li> <li>• 15 points/team for team member</li> </ul>                                                               | <ul style="list-style-type: none"> <li>• Documentation from the school superintendent and accreditation organization</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>• Area CTE Director</li> <li>• University Teacher Trainer</li> <li>• Accreditation Team Chair or Other Appropriate Signature</li> </ul> |
| <b>CTSO (Career and Technical Student Organizations)</b>           | <ul style="list-style-type: none"> <li>• 30 points/5 years</li> </ul>                                                        | <ul style="list-style-type: none"> <li>• 5 points for regional participation</li> <li>• 10 points for state participation</li> <li>• 15 points for national participation</li> </ul> | <ul style="list-style-type: none"> <li>• Verification of award</li> <li>• Documentation of scoring report</li> <li>• Winner's List</li> <li>• Verification of service or participation</li> </ul> | <ul style="list-style-type: none"> <li>• State Director – Department of Education</li> <li>• Area CTE Director</li> <li>• University Teacher Trainer</li> </ul>                |

*Table 5. Workplace Specialist - PDP - Point Chart*