

PERSONAL GROWTH/PROFESSIONAL AFFAIRS COMMITTEE:

**Members: Angie Schonberger, Beta Alpha
Carol Winterholter, Alpha Zeta
Barb Buroker, Chair, Alpha Zeta**

For those Alpha Epsilon State Indiana members who are actively teaching and need to renew your license (Bulletin 400, Rules 46-47 and Rules 2002) - there are 3 options to do this.

Professional Growth Plan (**PGP**) points is one option.

(Please check the Indiana Department of Education (IDOE) website for the other 2 options).

You will keep track of your PGP points through your LVIS account. A total of **90** PGP points are required for submission.

Professional growth experience points shall be calculated with 1 clock hour for 1 professional growth point, based on but not limited to a specific list of activities.

There is a list of activities posted on the IDOE website.

Check with your chapter Professional Growth Committee chair and /or your president for information and activities.

Also check on the AES Indiana website about PGP points.

Depending on the programs offered at the your chapter level and the state level for conferences and conventions you can receive PGP points for attending these sessions.

Hope to see you at the 2015 FALL ARTS RETREAT ! FAR 2015

Professional Growth Plan (PGP)

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Educators attend conferences, workshops, participate in curriculum development committees, participate in school improvement plans, and take coursework to stay up-to-date on the latest educational reforms in addition to their classroom responsibilities. The Professional Growth Plan (PGP) is an opportunity for teachers, administrators and school service personnel to control their own professional development and use these experiences towards licensing renewal. One PGP point is given for every contact hour an educator is actively involved in a professional development activity. A total of 90 PGP points is required for submission. PGP activities must be gained since the issue date of the license being renewed.

Educators who hold renewable Bulletin 400, Rules 46-47 and Rules 2002 licenses issued by the Office of Educator Licensing and Development (OELD) **may** use the Professional Growth Plan to renew those licenses. It is one of three options for renewal for all license holders. **[Click here for more information on the other two options for renewal.](#)**

You will keep track of your PGP through your LVIS account. Please go to this link for more **[LVIS Information.](#)**

Educators Currently Working in a School Setting

If you are currently working in a school setting, your PGP must be verified by your Building Level Administrator, Superintendent, Director or Supervisor. Your Administrator will verify your 90 PGP points through **[LVIS](#)**. Once your PGP has been verified, you may then submit and pay for your renewal application(s) through your LVIS account.

A total of 90 PGP points are required for submission. The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities:

- **[Professional Growth Plan Experience Documentation](#)**
- **[PGP & Cooperating Teacher Point Values](#)**

Educators Currently NOT in a School Setting or renewing from Out of State

Educators that are currently NOT working in a school setting or renewing from Out of State will need to complete their PGP and submit it to the OELD for evaluation through **[LVIS](#)**. Once your PGP has been verified, you may then submit and pay for your renewal application(s) through your LVIS account.

A total of 90 PGP points are required for submission. The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities:

- **[Professional Growth Plan Experience Documentation](#)**

If you are submitting your PGP for approval by the OELD, you must attach verification documents to your PGP. These can be letters from Principals and/or School Corporations, official transcripts or certificates specifically showing the number of PGP points/hours you have completed. Your name and the number of PGP points/hours must be indicated on the verification documents. Your PGP will not be approved by the OELD without the verification documents.

More Information

Remember, your PGP must be approved BEFORE you can start a renewal application.

PROFESSIONAL GROWTH PLAN EXPERIENCE DOCUMENTATION

The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities:

OPTIONS	SAMPLE VERIFICATION	CRITERIA
In-Service Credit	*In-service Credit Approval slip *Course Attendance slip	*In-service may be verified by the school district
Professional Conference/ Workshop/Institute	*Certificate of attendance or completion	*May only include time spent at the conference, workshop or institute
Mentoring New Teacher, School Service or Administrator	*Letter from supervisor	* Must be mentoring a new teacher, school service or administrator
Cooperating Teacher of a Student Teacher, undergraduate field experience or practicum	*Letter from higher ed institute	*Student teacher/undergraduate must be from a state approved higher ed prep program
Presentation	*Letter from supervisor	*Must include only actual time preparing and presenting a professional course, workshop or presentation and be present for the initial event
Curriculum Development	*Letter from supervisor	* Must be serving on a formal committee organized by local school, district state, national or international agency
Professional Programs/Committees	*Letter from supervisor	*Must be serving on a formal committee organized by local school, district state, national or international agency
School Accreditation Activities/School Improvement Process	*Letter from supervisor	*Must be a chairperson or an active member of listed Committee or other Committee with similar duties.
College Credit 1 credit hour =15pts	*Official transcripts	*Must be earned from an accredited college or university
Educational Publication/Educational research	*Copy of publication/research	*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 OR formally published by a recognized state or National agency or organization.
Other	*Letter from supervisor	*Professional growth experiences that improve curriculum knowledge, instructional skill, class management skills, or any other professional growth experiences.