

## Categories of Professional Development for Registry of Education Personnel

Please use these numbers and categories when completing the Annual Records of Professional Development for your school district. A copy of the signed Annual Record of Professional Development should be kept by the teacher.

**1. Sustained, work-embedded, focused on teacher growth, directly related to student achievement.** The number of hours of professional development acquired through collegial work at the school/facility, district or regional level that relate to student achievement. Professional development must be connected to the School Improvement Plan. (NNN)

**2. Mentoring or being mentored.** The number of hours of professional development the teacher acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession. (NNN)

**3. Workshops or conferences.** The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. (NNN)

**4. Coursework.** The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education. (NNN)

**5. Highly qualified status.** The number of hours of content-specific professional development acquired for the purpose of documenting highly qualified status. (NNN)

**6. State-level or institution of higher education content-specific service or committee.** The number of hours of professional development acquired through a state-level or institution of higher education content-specific service or committee.

**7. Virtual learning.** The number of hours of content-specific professional development acquired through online delivery or other distance learning experiences.

**8. Administrator continuing education.** The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing educational requirements of administrators.

**9. Instructional Technology.** The number of hours of professional development acquired for the purpose of planning, designing, using, and evaluating technology-enhanced methods and strategies to maximize student learning.

Further professional development information can be found at [www.michigan.gov/mde](http://www.michigan.gov/mde), under the Office of Professional Preparation Services section.

Example: If a staff member spent 10 hours in a college course, 15 hours as a member of a state-level program review team and 6 hours participating in an online course, you would report "000000000100001500600000".

If the number of professional development hours is 0.49 or below, round down to the nearest whole number of hours. If the number of hours is 0.5 or above, round up to the nearest whole number of hours.