

Earning Professional Development Points for an Individual Activity

The first step is to submit an Individual Learning Activity request by completing the form found under the FORMS tab in Frontline. You may leave anything blank that you are unsure about but be sure the completion date is sometime later than today so you can indicate how you applied the conference content to your current classroom. Once completed, this form will route to your administrator and then to where I will tentatively approved it for points pending the submission of the following documentation and the completion of the Frontline required evaluation.

Please note, per the Board approved Master Inservice Plan there is significant documentation required in order for our office to process and award points. If you review your certification renewal cycle* and current number of points, you may decide to forgo the process. If you would like to complete the requirements and earn points, please follow the directions below.

**To monitor your renewal cycle and points follow these steps. Go to Frontline, click My Info, click View Licensure Transcript where you will see the certificate expiration and the number of points available for renewal. If necessary, you can also use points "remaining in bank" section at the bottom.*



← Relicensure Summary

Relicensure Points Summary:	250.00 + 0.00 (from Bank) = 250.00 points
Relicensure Period:	7/1/2014 to 6/30/2019

To receive points for an individual activity – Follow these steps and submit within ONE MONTH of the activity.

1. A certificate of attendance must be submitted as either a certificate of completion or an agenda with attended sessions highlighted or circled and times clearly indicated.
2. Complete the attached Professional Learning Log with necessary signatures
 - Page 1 OCSD Professional Learning Log Coversheet
 - Page 2 Record of Activity and Reflections
 - Page 3 and 4 Implementation
 - Page 4 Reflection and Administrator Signature
3. AFTER the final date of the activity, scan and send the documents to peekk@okaloosaschools.com.
4. Wait for an email Lisa Marshall with direction so how to mark your Individual Activity evaluation. Form will route to Lisa Marshall for points to be awarded based on the submission of requirements in item #2.

OCSD Professional Learning Log

Submit to the Office of Professional Development for all conference activities.

Teacher Name:	School:	Principal/Supervisor:
Professional Learning Activity Title:		Dates of Activity:
Type of Professional Learning Activity: <input type="checkbox"/> Conference/Seminar		

For Conferences/Seminars:

The following artifacts must be submitted to the Office of Professional Development within one month of completion of the activity:

1. A **Certificate of Attendance** as evidenced by either (1) certificate of completion, received at the event that indicates the number of hours attended, or (2) a copy of the program agenda with attended sessions highlighted or circled.
2. This **Professional Learning Log – which includes the following** with signature of administrator or supervisor on the last page
 - Page 1 OCSD Professional Learning Log Coversheet
 - Page 2 Record of Activity and Reflections
 - Page 3 and 4 Implementation
 - Page 4 Reflection and administrator signatures

Activity Approval

This section to be completed by the OCSD Professional Development Department Staff

Signature of PD Department Staff	Date	Component Number	In-Service Points Awarded
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Please use the log on the following page to record all conference sessions attended and your reflection on content.

OCSD Professional Learning Log

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This section to be completed for Conferences/Seminars

Implementation Agreement: *Describe your plan to implement newly learned or observed activities/skills/strategies in your classroom or program:*

Standard(s):

Objective(s) for learning:

Expected Learner Outcome(s) *(what the students should be able to know or do as a result of the lesson's content):*

Method to determine impact on student learning or performance *(identify the formative assessment or performance assessment to be used to determine standard mastery):*

Activities to take place during instruction:

OCSD Professional Learning Log

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Reflection on Impact to Student Learning/Performance *(to be completed after lesson sequence has been implemented with students)*

Verification of Implementation

I confirm that I have reviewed the Implementation Agreement and lesson plan(s), student work samples or data presented to me by the educator, and deem that the participant noted above has successfully completed the activity as described in the Implementation Agreement.

Name of Administrator or Supervisor

Signature

School/Department/Other:

Date