



Blackstone Millville Regional School District

PDP Proposal Process

Purpose: To provide a clear method of providing PDPs to staff for the purpose of certification

Background: PDPs must be “bundled” in units no smaller than 10 PDPs. Often it is necessary to continue the work in a particular area to reach the minimum of 10 PDPs. This process endeavors to facilitate a method to achieve this end.

Steps in the process:

- Complete PDP Proposal form, including a synopsis of your proposed professional activities and have it reviewed and approved
- Keep your copy of the approval form
- Begin approved activities, recording them, collecting evidence of the activities and products produced, as well as the time spent
- Have your proposal form, artifacts, and time log reviewed by your Principal
- Return Proposal form, Hours form, and Artifacts of Evidence to the Assistant Superintendents office, **keep a copy for your records!**
- When you receive your PDP certificate save it along with your copies of your documents.

Notes:

- **Artifacts** may include for example screen shots of webinars, completed curriculum documents, or PDPs from a conference attended
- The time frame for most activities will normally be one year, but should not exceed two academic years. PDP certificates will be processed twice a year, in January and May.
- **PD experiences** may include; conference/ workshop attended, ongoing in district curriculum work, book study, etc.

** Keep in mind that PD experiences must impact your assignment either in pedagogy or subject matter**