Baldwin County Schools
Local School Professional Development Guidelines

Local School Professional Development Files
Educators in Alabama are required to maintain a file in the local school for the Professional Development credit hours earned. Each year educators are to keep a record of all in-service activities in which they participated since the end of the previous year. STIPD may be used to update professional development history. Documentation of participation is given to the principal for prior approval. The principal will approve the appropriate hours of credit through the use of STIPD.

- Accreditation Standards for Quality Schools require a minimum of 120 clock hours in a five-year period. The local file documents this requirement.
- One CEU is 10 clock hours.

The following guidelines for credit hours valid for Accreditation Standards for Quality Schools may assist principals as they approve the credit on the STIPD. Credit will only be awarded for activities that meet the following criteria.

In-services
Workshops, seminars, and meetings that are sponsored by the school or school system must have a clearly defined purpose and are designed to improve the professional competency of the participants.
- Activities should relate to the areas of instructional responsibilities of the teachers.
- The educator should show use of the workshop to improve student learning.
- Data/Team or Grade Level meetings that focus on improving student learning should have an agenda and measurable outcomes.
- Book Study – Participants may earn up to 6 clock hours
- Ask the question: Did you do this activity expressly for improving student learning?

Meetings and conventions
Professional meetings or conventions that are sponsored by a collegiate institution, and educational system, or a professional association and covers topics of professional interest relevant to an individual's responsibilities for the school. (Note: May earn up to 12 clock hours)
- Professional conferences/conventions (Actual clock hours in sessions)

Travel
Travel shall involve professional experiences designed to increase the competence or expertise of the staff member in their field of work. A diary of the trip must be prepared by the staff member and filed with their personnel record. (Note: May earn up to 10 clock hours)
For example:
- Extended overnight workshops (Actual clock hours in sessions)

Presentations or Publications
Publications on educational topics or papers presented at professional seminars. Publication should be 2,000 words or more and presentation of 25 minutes. (Note: May earn up to 10 clock hours).
- Educational Publication credit

Standards Assessment Report or Quality Assurance Review Team
Participation in developing a SAR or serving on a team visit for the purpose of accreditation. (Participation in the SAR or QAR may earn up to 20 clock hours).

School Improvement Projects:
Maximum: 20 clock hours per year

Examples:
- SACS Committee Member
- Curriculum Writing Projects
- Textbook Selection Committee
- School Leadership Team
- SACS Steering Committee Chair
- Internal Facilitator (Limit: 2 per school)
- National Board Certification Process

Building Based Student Support Team (BBSST)
HSTW Review Team
SACS Peer Review Team
(ex: BLT, HSTW, and School Improvement Team)

40 clock hours
40 clock hours per year
Credit is **not** awarded for the following activities:
- Activities or camps which are conducted for students
- Travel
- Personal interest classes that do not directly relate to the instructional assignment
- Meetings that are **informational** or **procedural** in nature (Ex: Faculty Meetings)
- Vendor exhibitions/Vendor presentations, unless the product has already been purchased.
- PTA/PTO Meetings
- Civic/community group presentations or attendance
- Membership in or on boards of organizations
- Workshops that are of personal nature (Ex: retirement information, hobbies)
- Testing a student

Each school is responsible for approving, monitoring, and maintaining appropriate records that reflect each professional staff member’s activities related to the fulfillment of the standard for accreditation requirement.

**Paraprofessionals**
Paraprofessionals should use the professional development log to record their participation of professional development activities.