

Professional Development (PD) Requirements

What happens after enrolling with the EESLPD Office?

When your enrollment packet is received and reviewed, you will receive e-mail notification from the EESLPD Office. **READ THE INFORMATION CAREFULLY.**

If materials are missing to complete the enrollment, the items are listed on a checklist and you must submit those in a timely manner.

The e-mail notice may include information about required Professional Development (PD) if PD series are being offered – usually in the Fall or in the Spring.

All teachers are notified via e-mail of any upcoming PD sessions as they are scheduled annually. You can always check the most current PD calendar along with instructions for registration and attendance on the EESLPD website: [Teacher-Site Administrator PD Calendar](#), [Web registration](#) and [Generic Instructions](#) (for joining webinars).

What happens when no PD Series are offered?

As a teacher enrolled with the EESLPD Office, you and your site administrator/Director will be notified when the next PD series will be offered. You can always check the most current PD calendar on our website.

When no PD is being offered, you can always look at [Activities for Teachers Waiting for Services](#) posted on the EESLPD Office website to prepare yourself independently by completing all steps that apply to you.

Pre-Requisites for Starting Services, PD Descriptions & CEUs

Which PD sessions do I have to take?

Before any enrolled teacher can receive services from the EESLPD Office, the following series of Professional Development is required for the teachers and their site administrators who have **not** been trained in the past.

Participants are required to attend the entire series of the NC Teacher Evaluation Training. The Early Educator Support, Licensure and Professional Development Office facilitates the following training and provides **Continuing Education Units** (CEUs):

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|---|----------|-------------------------------------|
| 1. EESLPD Office General Orientation | 0.2 CEUs | Webinar |
| The general orientation webinar provides an overview of North Carolina's Birth-through-Kindergarten teacher licensure process, initial and renewal licensure policies and procedures, phases of teacher development and practices. | | |
| 2. Teacher Evaluation Process | 1.2 CEUs | Webinars and on-site session |
| The NC Teacher Evaluation process is used to assess the teacher's performance in relation to the North Carolina Professional Teaching Standards and to design a plan for professional growth. The evaluation instrument promotes effective leadership, quality teaching, and student learning while enhancing professional practice leading to improved instruction. The teacher actively participates through the use of self-assessment, reflection, presentation of artifacts and classroom demonstration. | | |

The training consists of four parts:

Day 1 - Track A (2 hour webinar)

Overview of the Phases of the NC Teacher Evaluation Process, Professional Teaching Standards, the role of the EESLSPD Office and introduces Standard 1 – Teachers demonstrate leadership.

Day 1 - Track B (2 hour webinar)

Reviews the phases of the evaluation components, roles of the teacher, site administrator and introduces Standard 2 – Diversity and Standard 3 – Teachers know the content they teach (Birth - through - Kindergarten).

Day 1 - Track C (2 hour webinar)

Previews the phases of the evaluation components and introduces Standard 4 – Teachers facilitate learning for their children, Standard 5 – Teachers reflect on their practice, Standard 6 - Teachers contribute to the academic success of their children.

Teacher Evaluation Process, Day 2 -- On-Site Full Day (**only after completing** Tracks A, B & C)

- Discuss the NC Teacher Evaluation manual (definitions, 21st Century Learning, components, and Standards 1-5, Code of Ethics for NC Educators)
- Examine [Resource Manual for Administrators and Principals Supervising and Evaluating Teachers of Young Children](#) (**takes a few minutes to download**)
- Review the NCDPI Teacher Evaluation Rubric rating levels and *examples* of teacher and child skills, behaviors and artifacts (evidence) that would support each rating level for each standard and *selected* element under the NCDPI Teacher Performance Standards.
- Discuss how child and teacher performance data collected through the observation process will provide the basis for the development and self-monitoring of the teacher's own Professional Development Plan (PDP).

3. Writing SMART Goals for Professional Development Plan .2 CEUs Webinar

The professional development plan (PDP) is a document that teachers use to plan and monitor their professional growth. The plan aligns with the NC Professional Teaching Standards. Teachers identify areas for improvement from the NC Teacher Evaluation (NC Professional Teaching Standards) and write 2 to 3 SMART goals.

- Discuss goal setting
- Identify the steps for **SMART** goal setting (**S**pecific, **M**easurable, **A**ttainable/**A**chievable, **R**elevant/**R**ealistic, **T**ime bound)
- Discuss the components of the professional development plan (teacher strategies needed to improve performance, goals for standards/elements, activities/actions, expected outcomes and evidence of completion, resources needed and timeline)

4. Licensure webinar .2 CEUs Select only one that relates to the License you hold

- Process and Procedures for Initial Lateral Entry License -Year 1
- Process and Procedures for Initial Lateral Entry License - Year 2-3
- Process and Procedures for Provisional (BK or Preschool Add-on) license
- Process and Procedures for Standard Professional I (SPI), BK license – Years 1-3
- Process and Procedures for Standard Professional II (SPII), BK license

How will I get certificates of completion and CEUs for the PD sessions I attend?

Teachers and Site Administrators are required to attend the full 2-hour webinar session in order to receive credit for participating in the Professional Development (PD). You will receive an activity 4-5 weeks after the PD sessions to reflect on the content of the PD (Standard 5). You will have three attempts to complete the activity with a 90% passing score. Then you will be able to print your certificate. You are required to maintain a file with your certificates throughout your teaching career. You can download the [Checklist for Recording Required EESLPD PD for Teachers and Site Administrators](#) from the EESLPD Office website to document training you completed. Scroll down to the Professional Development & Training section.

Ongoing PD linked to Professional Development Plan

Additional Professional Development (PD) should be aligned with goals on your Professional Development Plan (PDP) and must be documented on the [Annual Professional Development Log](#), posted on the EESLPD Office website. Submit your Professional Development Log, with supporting documentation, to the EESLPD Office each year.

If you have any questions about EESLPD Office Professional Development and/or CEUs you should contact Sharon Spigner, State Lead Education/Professional Development Consultant, at sharon.spigner@dhhs.nc.gov