



Professional Development Plan

The Maryland State Department of Education requires every educator to complete and submit a Professional Development Plan (PDP) during the validity period of every Professional Certificate

Instructions: Please use this form to prepare a plan for earning your credits for renewal. List your planned credits in the appropriate section. If you have already completed sufficient credit to renew, list them on this form. Review the plan with your supervisor, obtain the supervisor's signature and submit the completed, signed form to HR-Certification/BOE for approval.

Name	Employee ID			
Work Location	Assignment			
Current Certificate	<input type="checkbox"/> Standard Professional I <input type="checkbox"/> Standard Professional II	<input type="checkbox"/> Advanced Professional	Issue Date	Expiration Date

Certification information including validity dates are listed on your certificate. Certificated staff can access their certificate using the MSDE TEACH system. Information on that system can be found on the sharepoint Certification page.

<https://aacpsportal.sharepoint.com/sites/HR/SitePages/Certification.aspx>

Proposed or Completed Credits for Renewal of The Above Certificate (complete the section appropriate for current certificate):

Renewing a Standard Professional I Certificate

Must list a minimum of 6 eligible credits:

Eligible credits:* Graduate or undergraduate credit
MSDE Continuing Professional Development workshops (CPDs) earned within certificate validity period

Moving from Standard Professional I or II to the Advanced Professional Certificate

Required: Completion of Master's Degree or Master's Equivalency and 3 years of successful experience

Eligible credits:* Graduate or undergraduate credit
MSDE Continuing Professional Development workshops (CPDs)

- ☐ **Master's Degree** with program of study signed by college advisor
- ☐ **Master's Equivalency** to include post baccalaureate courses
21 graduate semester hours college credits and
15 graduate or undergraduate college credits and/or MSDE CPD credits

May also attach graduate plan signed by advisor or list of planned master's equivalency courses

Renewing an Advanced Professional Certificate

Must list a minimum of 6 eligible credits:

Eligible credits:* Graduate or undergraduate credit
MSDE Continuing Professional Development workshops (CPDs)
[APC Renewal Activities](#)
ERO Advanced Professional Certificate Renewal Credits earned within certificate validity period

Required Signatures

Employee	Date	Principal/Supervisor	Date	HR Certification Specialist	Date:
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– Retain a copy of this form for your records prior to submitting it to HR-Certification/BOE.

– For more complete information on certification, please visit the Certification site on the AACPS Intranet at *Human Resources > Certification*

*Must be related to school assignment, certificate content area, or the instructional program