Reporting Educator's Professional Development Hours

A Step-by-Step Guide for Public, Charter, and Non-Public Schools

Educator Certification
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102

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In 2003, statutory changes were made that require educators to complete ongoing professional development until the educator reaches two of three items: ten years of experience, the next higher degree, or national certification from a Missouri-recognized board. The professional development may include contact hours of district-approved professional improvement activities or appropriate college coursework (one college credit = 15 contact hours). Each certificate classification area (professional teaching, administrative, career education, etc.) has its own set of professional development hours that are required by rule. These hours are outlined in the following chart.

Required Professional Development Hours

Classification	Initial Certification Years 1-4	Reactivation	Career Certification Years 5-99	PD Exempt Status
AEL – adult education	60 total contact hours	24 contact hours plus annual requirement	20 contact hours annually until exempt	**Two of three:** 10 years exp. or next higher degree or national board certification
Administration – principals, special ed. directors and career ed. directors	120 total contact hours	24 contact hours plus annual requirement	Years 5-10 must complete EdS degree (or 30 contact hours annually until the degree program is started)	**Two of three:** EdS or higher degree, 10 years experience or national board certification
Administration – superintendent	120 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	**Two of three:** 10 years exp. or next higher degree or national board certification
Career Education – vocational, health sciences, trade & technical fields	90 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	**Two of three:** 10 years exp. or next higher degree or national board certification
Professional – most core area teachers and librarians	30 total contact hours	24 contact hours plus annual requirement	15 contact hours annually until exempt	**Two of three:** 10 years exp. or next higher degree or national board certification
Student Services – counselors, psychologists, speech/language pathologists and others	40 total contact hours	24 contact hours plus annual requirement	20 contact hours annually until exempt	**Two of three**: 10 years exp. or next higher degree or national board certification
Provisional (2 years) nonrenewable	Must complete credits/requirements to move to Initial certification within two years	n/a	n/a	n/a
Temporary (1 year)	Must complete 9 college credits annually to renew	n/a	n/a	n/a
Lifetime	Exempt	n/a	Exempt	n/a

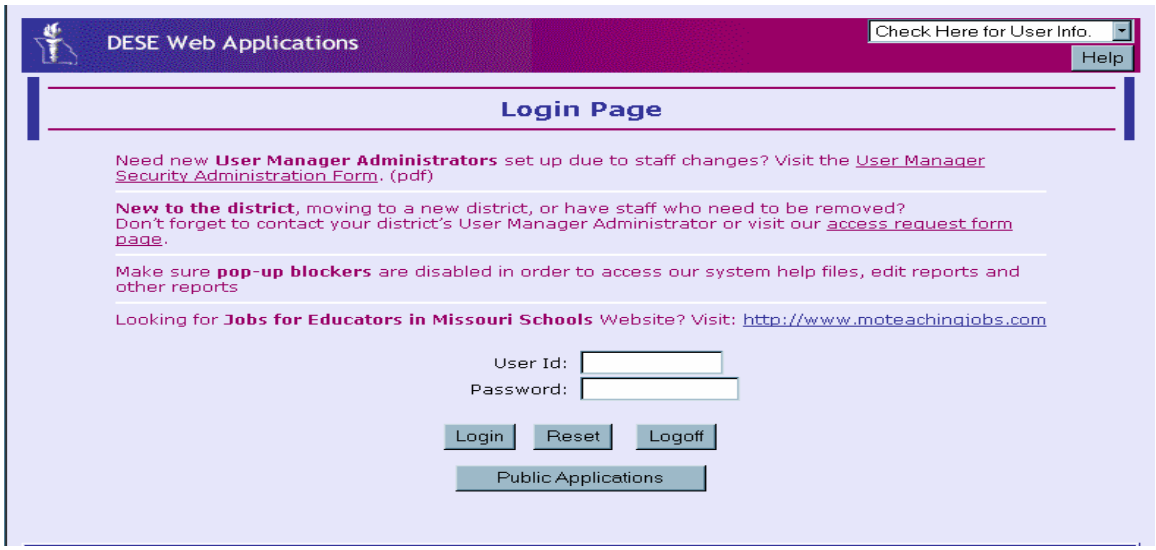
If an individual fails, in any given year, to meet the professional development requirement, he/she may within two years, make up the missing hours. In order to make up for missing hours, the person must first complete the hours required for the current year and then may count hours in excess of the current year requirement as make-up hours. If the person fails to make up the missing hours within two years, the certificate shall become inactive.

If a certificate is inactive, it can be reactivated by completing 24-contact hours of professional development, which may include college coursework. If the certificate is inactive because an individual has not been employed, then he/she will need to complete the 24 hours within the six months prior to or after returning to work. The annual requirement of professional development hours for the individual's certificate must also be completed for that school year.

Starting in October 2005, all districts are required to submit an annual on-line report that will detail the actual contact hours of professional development completed by certified staff members in the preceding year. The reporting will need to be completed by November 15. The person(s) on your staff completing this information will require a user-id and password. This can be obtained by completing and submitting the attached "DESE Web Systems User ID Request" form. This form is also located on the DESE website at: https://k12apps.dese.mo.gov/webapps/securityforms.asp. The completed form should be faxed to (573) 526-4125 as soon as possible.

Once access has been obtained by your district, the following steps should be taken to complete the report:

1. Logon to the DESE Web Applications Menu located at: https://k12apps.dese.mo.gov/webapps/logon.asp.



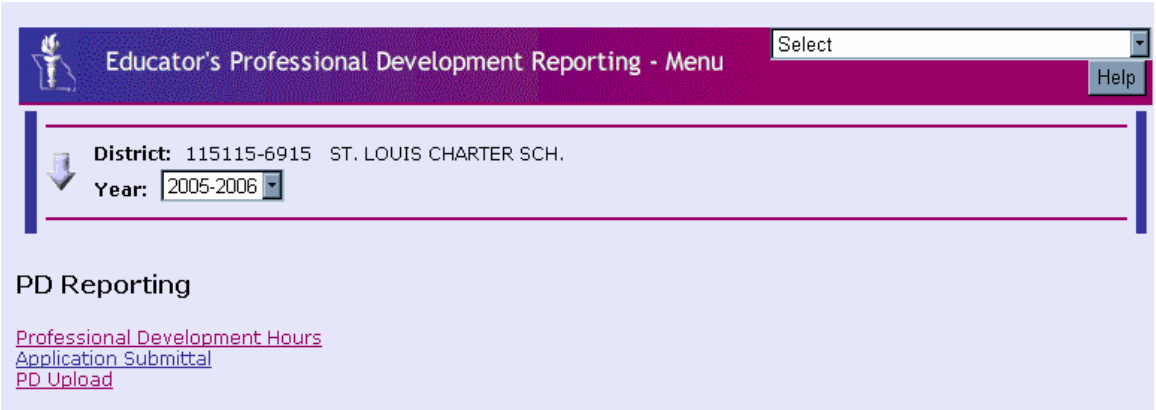
2. On the Applications Menu, click on the link under Teacher Quality and Urban Education that corresponds to your school type:

   Public School District-Click on Educator's Professional Development Reporting
   Charter School-Click on Educator's Professional Development Reporting - Charter. **Note**: Kansas City LEAs that were formerly charter schools should access the reporting system with the public school district link above, using the county/district code assigned in the summer of 2006.
   Non-Public School -- Click on Educator's Professional Development Reporting
   Note: For professional development reporting purposes, Adult Education & Literacy (AEL) programs will need to use the Non-Public system.

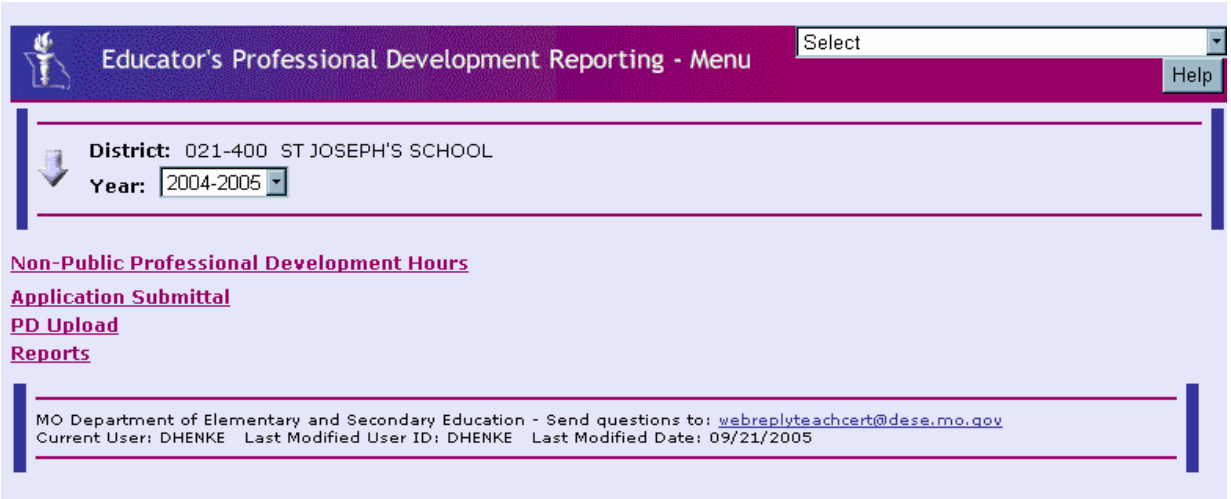
   This link will refer you to the appropriate Professional Development Menu as pictured below. The page will contain a list of four links: Professional Development Hours, Application Submittal, PD Upload, and Reports.

Public Professional Development Menu

Charter Professional Development Menu



Non-Public or AEL Center Professional Development Menu



3. To begin reporting professional development hours, click on the first link listed on the Professional Development Menu page and follow the directions that correspond to your type of school:

   Public Professional Development Hours or Charter Professional Development Hours:

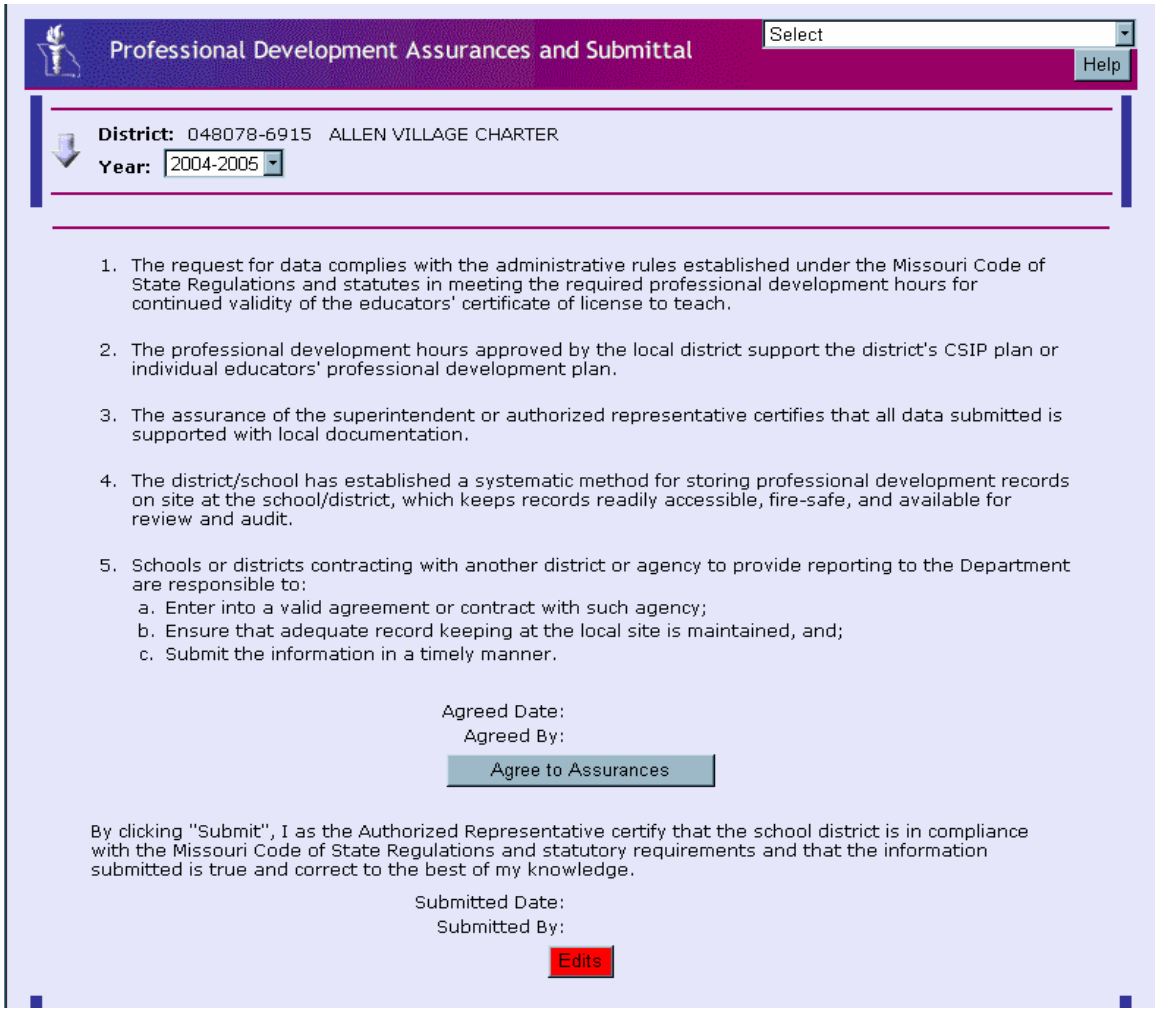
   - Educator data will be listed by school building. Select the school you want to work with from the "School" drop down list and the School Phone, Contact Name, and Employer information will load automatically. Based on preloaded information from Core Data, you will have a listing of that building's educators for which professional development hours should be entered. Educators that are exempt from reporting these hours <u>will not</u> appear on this list. The list will be sorted by SSN; however, this can be changed to alphabetical order by choosing Last Name in the "Sort By" drop down list. You can also start the list with a particular Last Name or SSN by entering the one you want and clicking either the "Start at Last Name" or "Start at SSN" button.

   - You are now ready to **enter** the professional development hours completed by each educator during the <u>previous year</u> in the open "Hours" field. You may also update the educator's address if the one shown is incorrect.

   - **Save** the data when finished by clicking on one of the "Save" buttons. If the listing for the school is too large to be displayed on one page, you will see "Next" and "Prev(ious)" buttons that can be used to move between multiple pages.

- If there is a red “Edits” button on the screen, that means there is a warning or reminder about the data that has been entered. You can click this button to view a new window containing the information and then close it when you are finished viewing the remarks. The Edits window may contain comments that are errors (indicated by an ‘E’) or warnings (indicated by a ‘W’). Errors must be corrected before the professional development information may be submitted. Warnings are intended for informational purposes and will not prevent the submission of data that has been entered once you have rechecked it and made any revisions that may be needed.

- Once the information has been entered and saved, you will need to **submit** it. You can do this by selecting “Application Submittal” from the “Select” drop-down box in the upper right hand corner of the page or by going back to the Professional Development Menu page and clicking on the “Application Submittal” link. If all assurances listed on this page are agreed upon by your school, click on the “Agree to Assurances” button to send the report to DESE.



Non-Public or AEL Center Professional Development Hours:

- The School Phone and Contact Name will appear, if this information is available.

- In the SSN field, type in the SSN of the educator for which you wish to enter professional development hours and hit the Tab key. If the educator holds a valid certificate for which professional development hours are required, his/her name, address, and teaching experience information will be populated based on the information in the DESE Educator Certification system. No information will appear if the individual does not hold a valid certificate or has not held a valid certificate for over 5 years.

- **Enter** the professional development hours completed during the previous year for the educator in the "Hours" field. Based on the educator's assignment for the previous year, you will need to choose the appropriate position code under the "Position" column. If an educator had a split assignment, choose the position that requires the greatest number of professional development hours. The codes are as follows:

  10 = Central Office Administration
  20 = Building Principals
  30 = Supervisors
  40 = Media Personnel
  50 = Guidance Personnel/Placement Specialists
  60 = Teachers
  70 = Other Pupil Services Personnel
  80 = Aides
  90 = Ancillary Personnel

  You may also update the educator's address if the one shown is incorrect.

- When the page is full, **save** the data entered on the page by clicking one of the "Save" buttons. Once you have saved the data for the page, additional educators can be entered by clicking "Add More Lines" and repeating the procedures for entering and saving data. For a listing that is too large to be displayed on one page, you will also see "Next" and "Prev(ious)" buttons that can be used to move between multiple pages.

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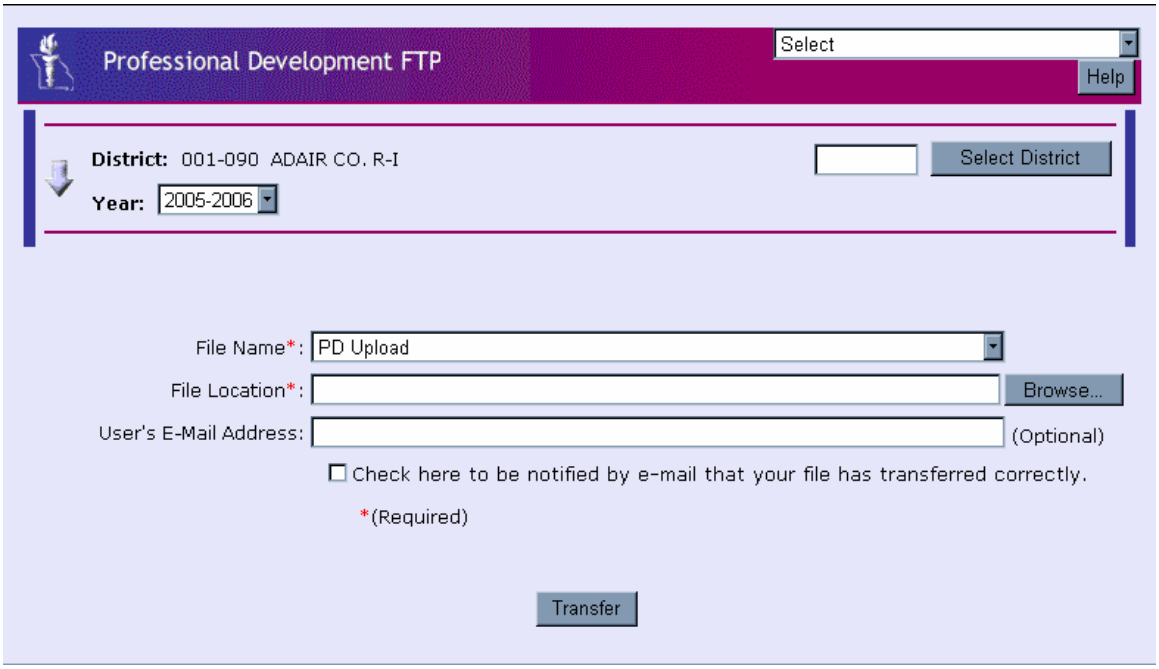
- Once the information has been entered and saved, you will need to **submit** it. You can do this by selecting “Application Submittal” from the “Select” drop-down box in the upper right hand corner of the page or by going back to the Professional Development Menu page and clicking on the “Application Submittal” link. If all assurances listed on this page are agreed upon by your school, click on the “Agree to Assurances” button to send the report to DESE. (A picture of this window is also included in the preceding directions for public school district reporting—see page 6.)

- The records that were entered will show each time you enter this school’s Non-Public Professional Development Hours page. Once all of the data has been entered and saved, it will be sorted by SSN; however, this can be changed to alphabetical order by choosing Last Name in the “Sort By” drop down list. You can also start the list with a particular Last Name or SSN by entering the one you want and clicking either the “Start at Last Name” or “Start at SSN” button.

- If you wish to delete an educator from the list, you may do so by clicking on the “X” under the column marked “DEL.”

Professional Development File Transfer Protocol (FTP) – PD Upload

The purpose of the Professional Development FTP web page is to allow districts to upload a large volume of educator data in a specified format for insertion into the Educator Certification and Professional Development tables. This method of transferring data can be accessed by clicking on the "PD Upload" link on the Public, Charter, or Non-Public Professional Development Hours Menu pages. This information can then be viewed by going to the Public, Non-Public, or Charter Professional Development Hours web pages.



The text files that are uploaded should be in the following format:

Item No	Fld Beg	Fld End	No Char	Dec Pos	Item Type	Field Name	Field Description
1	1	6	6	0	Alpha-numeric	PDDIST	School District
2	7	10	4	0	Numeric	PDYEAR	School Year
3	11	14	7	0	Alpha-numeric	PDSCHOOL	School Code
4	15	23	9	0	Alpha-numeric	PDSSN	Social Security Number
5	24	26	3	0	Numeric	PDHOURS	Hours
6	27	66	40	0	Alpha-numeric	PDADDRESS	Address
7	67	98	32	0	Alpha-numeric	PDCITY	City
8	99	100	2	0	Alpha-numeric	PDSTATE	State
9	101	115	15	0	Alpha-numeric	PDPOST	Postal Code
10	116	117	2	0	Numeric	PDPOS	Position Code

Questions

How much time is allowed to enter the information and save it before the web page times out?
Districts will be allowed sixty (60) minutes to use the system before being redirected to the login page.

What makes an educator exempt from the reporting of professional development hours?
An educator is exempt if he/she meets the criteria for Exempt Status as listed in the chart on the first page of this guide. Also, educators that hold only a lifetime classification will be exempt from the reporting.

An educator was only employed in our district for ½ year, so what must be reported?
You should report any professional development hours completed by the individual during the period of time in which he/she was employed by your district.

Since individuals that hold initial level certificates (IPC, etc.) do not have a yearly professional development requirement, how should their hours be reported? How will DESE know if these individuals are meeting what they need to stay active?
You should report any hours of professional development completed by these educators. DESE will have a report that totals the four years of initial certification.

If we have a teacher new to our district this year that was employed in another district last year, do we report his/her professional development hours or is the previous district responsible for the reporting?
The information loaded into the system will be from the previous year's Core Data records, and professional development hours should be reported for that year. Therefore, the previous district will need to report the hours for this individual.