



CRITERIA FOR APPROVED PROFESSIONAL DEVELOPMENT HOURS

- Only hours completed between the date of issue and 30 days prior to the expiration date of an educator's current license will be accepted as valid clock hours.
- Only hours for which educators have appropriate documentation will be accepted as valid clock hours. Appropriate documentation is typically a letter or a certificate that is signed by the service provider.
- Documentation for conferences which educators attend (for example: NCEA, ASCD, ISTE) must include the registration form and either a certificate from the organization hosting the conference or a letter from the educator's immediate supervisor verifying attendance; conference pamphlets/booklets are not sufficient. Clock hours for conferences are based on the time spent attending/participating in sessions, as well as the preparation time if you were a presenter.
- No one can provide/sign a certificate for him/herself.
- Documentation needs to have the date and number of hours of the professional growth experience typed on the certificate or in the letter; hours may not be handwritten. If a certificate or letter does not state the number of clock hours earned, the maximum which can be entered and approved is 2 hours.
- Each 3 credit undergraduate or graduate class is equivalent to 45 clock hours.
- Religious studies/catechist activities are NOT acceptable to the state; (i.e.: Spirituality Day; *Echoes of Faith* workshops)
- Half (45 hours) of the required hours must be in activities that directly relate to the educator's work with students. Please note that this is a requirement as set forth by the Delaware Department of Education.