



CRITERIA FOR APPROVED PROFESSIONAL DEVELOPMENT HOURS

Professional development clock hours must be completed during the five-year term of the Educator's Continuing License. Only hours completed between the Effective Date and 15 days prior to the Expiration Date of an educator's current license will be accepted as valid clock hours.

A minimum of 45 hours **MUST** be completed in professional development experiences that directly relate to the educator's work with students. Middle States and mentoring experiences are not considered as directly relating to students. This regulation is set forth by the Delaware Department of Education.

Only professional development for which educators have appropriate documentation will be accepted as approved. Appropriate documentation is typically as follows:

- **For school-based professional development experiences** - a diocesan certificate signed by the Associate Superintendent (issued only AFTER pre-approval from the Associate Superintendent has been obtained)
- **For general outside professional development experiences** - a certificate or letter signed by the presenter, facilitator or service provider
- **For conferences** (i.e. NCEA, ASCD, ISTE) - a certificate from the organization hosting the conference OR a log of sessions attended AND a signed letter from the educator's immediate supervisor verifying attendance. Pamphlets/program books are not approved to verify attendance.
- **For undergraduate or graduate classes** - a copy of the official transcript listing the course and a grade of C or higher (a 3 credit undergraduate or graduate class is equivalent to 45 clock hours of professional development)

All certificates/letters **must include the educator's name, date and title of professional development experience, and number of hours completed/earned.** The hours should be printed on the certificate/letter, not handwritten. If a certificate or letter does not state the number of clock hours earned, the maximum which may be entered and approved is 2 hours.

Religious studies/catechist activities (i.e. Spirituality Day, *Echoes of Faith* workshops) are NOT state-approved professional development experiences and cannot be counted toward approved clock hours.