

Talbot County Public Schools

Date Received By
 Personnel Office

Professional Development Plan - Part I (PDP-I) Page 1

Sections 1 and 2 of the PDP-I are to be designed by the employee to ensure continued professional growth for the current certificate and to fulfill certification renewal requirements. The proposed PDP-I will be reviewed by the principal and Personnel Office.

Name	Last 4 digits of S.S.#
School or Site	Current Assignment

Current Certificate Held

Type of Certificate	Validity Dates
Fields	

1. Activities Proposed - Course/Workshop/ Seminar or Other Experience Proposed.	Location of Activity	Proposed Date	Credit SH/ MSDE/ RC

Signature of Certificate Holder

Date

Principal

Date

2. Activities Completed - Course/Workshop/ Seminar or Other Experience Proposed.	Location of Activity	Completed Date	Credit SH/ MSDE/ RC

I have shared the completion of this PDP with my immediate supervisor.

Signature of Certificate Holder

Date

The proposed PDP-I will be forwarded to the Personnel Office **within the first year of certification**. This **completed PDP-I (Section 2 above)**, will be sent to the Personnel Office no later than 60 days prior to certificate renewal.

This form does not replace tuition reimbursement forms.

Original to certificate holder

Copies to Principal and Personnel

PDP-IA (revised 8/08)