

**NPS Checklist of Requirements  
for Educators (Units A and B) in Their First Five Years**

Use this checklist to track your progress in completing the requirements of NPS Induction and Mentoring Program and the MA Department of Elementary and Secondary Education.

**Year 1:**

- I completed [15 hours of mentoring including](#) a round of peer observations.
- My mentor and I both submitted my [15 hour log](#) to the Office of Teaching and Learning (now submitted via Vector PD Tracker).
- [I visited the DESE website](#) to learn my next steps for re-licensure or advancing in licensure and have incorporated those requirements in my professional development planning.
- I discussed my professional development plan (IPDP) for my first 5 years with my supervisor. <https://www.doe.mass.edu/licensure/ipdp-form>

**Years 2-3:**

- I completed and documented [50 hours of mentored experiences](#) in years 2-3 of my new position in NPS.
- I submitted my [50 hour log](#) to the Office of Teaching and Learning by the end of my 3rd year in my position (logs now submitted on Vector PD Tracker).
- [I have begun fulfilling the 15 PDPs requirement in each of the five NPS focus areas:](#)
  - 15+ PDPs/hours in ARL - Antiracism Learning
  - 15+ PDPs/hours in UDL - Universal Design for Learning
  - 15+ PDPs/hours in CRI - Culturally Responsive Instruction
  - 15+ PDPs/hours in SEL - Social Emotional Learning
  - 15+ PDPs/hours in ITDL- Instructional Technology/Digital Literacy
- To advance in licensure only:** I requested my **Letter of Verification** from Julie Carp in Human Resources and Nicole Abellard in Teaching and Learning, and forwarded it to the [MA Department of Elementary and Secondary Education](#). This letter verifies my participation in an induction program, my 50 hours of mentoring, and my completion of three full years of employment with NPS.

**Years 4-5:**

- I earned my Professional Teaching Status with NPS!

- I completed a **minimum** of 75 + approved professional learning hours from the 5 categories over the course of my first 5 years as a new educator in Newton.
- I documented my 75+ hours of professional learning on Vector PD Tracker and my supervisor has verified that I have met my requirements during our evaluation discussions.
- I notified my supervisor if I need an extension to complete my requirements.