

DESE PDP Requirements

Please note it is the educator's responsibility to track his or her own PDP's through TeachPoint. Educators may be selected randomly for a PD Audit. Therefore, DESE recommends educators maintain their PD verification for five years from date applying to renew.

Minimum Requirements:

Per the DESE, the following **minimum** requirements must be met to be awarded PDPs:

- The professional development is offered by the MA Department of Elementary and Secondary Education Department (ESE), school district, educational collaborative or a provider that is registered with ESE. ([See question D1.](#))
- The professional development must be at least 10 hours per topic. However, the Department will accept activities pertaining to educator evaluation regardless of how many hours are completed. In addition, the activities will be considered as "related to the content area" of the educator's license.
- The professional development must include an assessment of learning. (This may be an end-of-course assessment or an observable demonstration of learning.)
- The professional development participant has met the provider's criteria for mastery.

I am hopeful that the following breakdown will be of further assistance to you:

Professional Conferences:

- Attendance for two or more days on same or similar topic totaling 10 hours or more with a final product
- If less than 10 hours - extend learning through development of a school-based activity or curriculum, or by publishing written material

Self-Designed Product:

- Design a professional development activity that results in a professional product
- This must be related to the academic discipline of the license

Trainer/Presenter of Professional Development (2x PDP's):

- If you develop and present professional development, the presenter may receive a minimum of 10 PDPs and a maximum of 24 PDPs. These points may be counted the first time the training is provided in a five-year cycle
- Note: Educators are eligible to receive 30 PDPs the first time they make a presentation at a professional conference in a five-year renewal cycle (Note: If presentation is repeated, it is not eligible)

Bundling PDP's for Attendance Less than 10 Hours:

- May bundle if you can demonstrate that these activities are related/similar in topic

- Must be at least 10 hours of PD on a given topic to use PDP's for license renewal
- Must complete an additional follow-up activity demonstrating proficiency

Committees/Teams:

- Committee/team work must add up to 10 hours or more in a particular content OR
- Observable product of learning

Converting University Credits to PDP's:

- As a general rule of thumb, one hour of eligible professional development activity = 1 PDP (i.e., 1 PDP is earned for each clock hour). This also applies to academic credit for upper-level or lower-level undergraduate courses. 1 credit = 15 hours = 1.5 CEUs = 15 PDPs. However there are exceptions which are listed below:
- Upper-level undergraduate course (when substantially new to the educator) or approved equivalent = 1 semester hour = 22.5 PDPs
- Graduate-level course or approved equivalent = 1 semester hour = 22.5 PDPs
- Audits of undergraduate or graduate course or approved equivalent = 1 semester hour = 7.5 PDPs

I recommend you read through the [DESE PDP FAQ/Requirements](#) and the [Recertification Guidelines for Massachusetts Educators](#) for more detailed information regarding the issuance of PDP's.