Process for Receiving Approval for School-Based Continuing Professional Development (CPD) Credit

- The appropriate school-based facilitator (school administrator or S.T.A.T. teacher) completes and submits the required MSDE Planning Form and MSDE Content Delivery Matrix documents to request approval for the CPD experience prior to it taking place. The following guidelines apply:
  - A minimum of 75% of the activity must occur outside of paid duty hours.
  - 15 hours of activity = 1 credit
  - 30 hours of activity = 2 credits
  - 45 hours of activity = 3 credits
  - The number of requested credits must be indicated

- The required forms should be submitted to Dr. Lynette Woodley at lwoodley@bcps.org.

- The Office of Organizational Development will approve the professional learning experience and assign an MSDE number.

- The school-based facilitator will enter the professional learning experience into the Online Registration System for record keeping purposes.

- The school-based facilitator will open the course for registration.

- Participating certificated staff must register for the experience.

- The school-based facilitator must track and document participation and completion of all activities in the Online Registration System.

- The school-based facilitator completes and signs a credit report form for each participant.

- The school-based facilitator sends a print-out of the completed Grading/Attendance/Survey screen and the completed credit forms to the Office of Organizational Development for processing. The Office of Organizational Development will send one copy of each credit form to the appropriate teacher and one copy directly to the Office of Certification.

- The school-based facilitator must complete and submit the required MSDE documentation to request approval for a CPD experience each time it is being offered.

- The school-based facilitator may receive credit for facilitating the professional learning experience. (The school-based facilitator’s credit report form must be signed by the principal.) The Office of Organizational Development does not offer payment.