



Professional Development Point Computation Form

First Name	Middle Name	Last Name
Social Security Number	Primary Email Address	Phone Number

Educators earn professional development points (PDPs) to advance (a total of 30) or renew (a total of 60) a license.

The following table provides information about how PDPs are earned.

Type of Activity	PDPs Awarded	Required Documentation
Training (Academy/Institute/Seminar/Conference)	1 clock hour = 1 PDP 1 continuing education unit = 5PDPs	Certificate of completion, Transcript OR Verification form signed by the Director of Schools (or designee)
College/University Coursework	1 semester hour credit = 10 PDPs	Transcript
Overall Evaluation Score from TN-approved evaluation model	Overall Score of 5 = 20 PDPs Overall Score of 4 = 15 PDPs Overall Score of 3 = 10 PDPs	This information is maintained by TDOE. Educators are not required to submit any documentation. PDPs based on overall evaluation scores may be accrued on an annual basis.
National Board Certification	30 PDPs	Official documentation from NBPTS

All activities completed must be placed on the computation sheet. More than one sheet may be needed.

No attached lists and/or documents will be accepted in lieu of computation sheet. Duplicate activities may not be listed more than once.

Part 1: Identify Overall Evaluation Scores from TN-approved Evaluation Model

**** All scores must be in the state database. Scores will be verified by the department. No scores prior to the 2011-12 school year will be accepted. ****

If using only evaluation data for renewal or advancement purposes no additional information is required beyond part 1.

School Year Accrued	Overall Score	Points accrued

For Office of Educator Licensing Staff Use Only. Educator Evaluation Score(s) Verified.

Initial: _____ Date: _____

Part 2: Identify and Training, Coursework, or National Board Certifications

****If entering information in this section please complete part 3 or 4****

Type of Activity (Example: Academy, Conference, Institute, Seminar)	Name of Activity	Date(s) Attended (Must include the year)	Points accrued for the activity type

Page Total: _____ **Grand Total:** _____

Part 3: To be Completed by Applicant and Person Responsible for Local Evaluation

THIS PORTION IS TO BE COMPLETED IF THE APPLICANT IS **EMPLOYED** IN A TENNESSEE PUBLIC SCHOOL AT TIME OF APPLICATION

Applicant and Evaluator must initial ALL statements.

Applicant
Initials

Evaluator
Initials

The activities listed were completed during the period I supervised the applicant (if applicable).
These activities were not part of the state funded in-service days and were not conducted during days/hours which the educator was already being paid by the local evaluation agency.
(Exception: Activities completed on personal/professional days for TN public school educators.)
I attest that the listed activities relate to the needs of the educator as identified through the evaluation process.
I attest that none of the listed activities were submitted as part of the last renewal requirements.
I maintain a file which contains supporting documentation of the above activities.

Signature of Applicant

Date of Signature

Name of Tennessee school employed by at time of application

Signature of Person Responsible for Evaluation

Date of Signature

Title and School System

Email Address

Phone Number

Part 4: To be Completed by Applicant if not employed in a Tennessee Public School

THIS PORTION IS TO BE COMPLETED IF THE APPLICANT **IS NOT EMPLOYED** IN A TENNESSEE PUBLIC SCHOOL AT TIME OF APPLICATION

Applicant must initial appropriate statements (Must be done on all pages if multiple computation forms are needed.)

Applicant
Initials

I am not currently employed in a Tennessee public school.
I have attached supporting documentation for all activities listed above. (Documentation should be signed and include the name of the authorized official, contact information, date, and hours of participation). No more than two (2) pages per activity will be accepted.

Signature of Applicant

Date of Signature