

Professional Development for New Teachers

In support of Goal 3 of the Michigan Top 10 in 10 framework, section [380.1526](#) of Michigan's Revised School Code requires school districts to provide fifteen days of professional development to teachers across the first three years of their employment, (aligned with the individual development plan and mentor's advice). A "day" is defined as at least six hours. The "year" is considered to begin on July 1 and end on June 30, coinciding with the school year. These days are in addition to the five days the district is required to provide to [all teachers](#).

District "provided" means professional development offered in compliance with state law and/or that the district has supported the teacher either by providing a substitute teacher, paying conference or workshop expenses or registration fees, or providing released time for attendance at professional development activities. This includes time provided for teachers to work in professional learning communities, examining actual student data in their own school.

Some form of record-keeping should be completed to assist districts in documenting professional development provided to new teachers and reported in the Registry of Educational Personnel (REP) by the district. Documentation of this information must be completed for each of a new teacher's first three years. In the event of a REP records audit, the district would need to provide evidence of the professional development provided to the new teachers listed in REP, including:

1. Dates on which that these professional development days occurred. These dates must be **different** dates from the regular, annual, five-day offering of professional development under MCL 380.1527;
2. Times that the professional development activities began and ended on those days; and
3. Topic(s) that were presented to participating teachers on those dates.

In addition, **for each date**, the district should have at least one of the following forms of acceptable documentation:

- Sign-in/out sheet
- Attendance log
- Flyer/Notices announcing event
- Agenda/Meeting minutes
- Travel voucher(s)
- Food receipt(s)
- District calendar (dates indicated)



A record-keeping document is for the district's use only and should be kept at the district. The form should not be sent to the Michigan Department of Education. Here is a sample of such a tracking form. Districts are encouraged to modify the form to meet their needs or create their own.

SAMPLE RECORD of PROFESSIONAL DEVELOPMENT for NEW TEACHERS

School year: _____

Building: _____ District: _____

Teacher Name: _____ Date of Hire: _____ Number of Years with School District: _____

Date the Individual Development Plan was Initiated/Updated: _____

Name of Mentor: _____ Mentor's Title/Position: _____

PROFESSIONAL DEVELOPMENT PROVIDED

Date of Activity	REP Category 1 – Classroom Management 2 – Instructional Delivery	Title/Activity	Purpose/Skill Addressed	Number of Hours Provided
1/16/2012	1 – Classroom Management	Understanding Poverty	Engaging Students	12

Signature of Beginning Teacher: _____ Date: _____

Signature of Mentor: _____ Date: _____

Signature of Principal/District Designee: _____ Date: _____

Professional development hours for new teachers that qualify under MCL 380.1526 may be used for recertification. For information on what specific activities do and do not qualify, please view our [Guidelines for Professional Development](#) document.