

WORKPLACE SPECIALIST - COMMON MISTAKES ON PDP'S

There are many common mistakes and misunderstandings when preparing PDPs. The list below gives examples of scenarios that are not acceptable for PDP's that are frequently submitted.

Please note: These are examples of PDP's and/or single activities that would not be acceptable.

1. If using 45 points for trade content-related curriculum development, combined with 45 points of trade-related updating or trade-related college coursework (like the ISU summer workshop).
2. Summer work with special arrangements for a one-time or annual internship for a single individual.
3. Home show (or other trade show) general attendance. Note: general conference and trade show attendance does not apply; only workshop and seminar time documented at these events applies.
4. Any activity that cannot be documented with official evidence (e.g., certificates, transcripts, or other documentation as identified in the point chart)
5. Tours of other school programs.
6. Student field trips.
7. Consultation with other teachers (except as specifically noted and documented in the point chart).
8. Presentations to other teachers for in-service when the presentation is for any school within the employing school system.
9. Summer employment within a related trade, unless this is related to a recognized internship.
10. Training and education that do not have a specific application or benefit to the program area of the license held, such as: physical education, music, art, religious studies, etc. (whether college courses or other formats).

11. Independent educational strategies that cannot be well documented. (Some correspondence, online education, or other distance learning instruction is delivered without any supporting evidence. Be sure these types of activities are documented with transcripts, certificates, CEUs, or CRUs.)
12. Professional organization membership. Note: Only professional activities within an organization qualify, such as serving on an active committee, chairing a committee, or holding a primary officer's position in the organization.
13. Publications in school newsletters or local newspapers.
14. Informal peer assistance. Any peer assistance used must be documented and arranged through the primary school administrator.