

Procedures for personal spiritual and professional development plan:

Our personal spiritual and professional development requirement should enable teachers and administrators to meet the newly revised requirements for maintaining Pennsylvania certification. This requirement is for **180 hours of approved professional development each 5 years** in order to be recertified.

Schools are required to provide **15 hours** annually of school wide staff development. Workshops at the Trinity Conference offer the opportunity for **3 hours** annually. Personal professional development should be a minimum of **18 hours annually**.

Procedure:

- 1) Teacher should reflect on areas of need for professional development: e.g. integrating curriculum, meeting the needs of at risk students, a topic within the specific level and subject being taught, etc.
- 2) Locate course/ programs/ workshops which address these needs.
- 3) The state may continue to expand guidelines for acceptable experiences. Currently acceptable are: graduate and undergraduate courses, Religion Certification courses, workshops provided by the office of Education of the Diocese, courses/ workshops provided by the Intermediate Units.
- 4) Meet with the principal to share desired goals and formulate plans for meeting these needs.
- 5) Complete the Staff Development Plan.
- 6) Insert a transcript/ certificate of completion for each course in your school file.