

PROFESSIONAL DEVELOPMENT PROGRAM/ACTIVITY VERIFICATION

FOR THE RENEWAL OF A PROFESSIONAL DEVELOPMENT PROGRAM CERTIFICATE

Approved Professional Development Training/Activity: _____

Description:

How will this be implemented in the classroom or general program?

Date(s) of Activity: _____ Hours of Activity: _____

Activity Leader/Presenter or Professional Growth Advisor:

_____	_____	_____
Name (print or type)	Signature	Date

PDP Certificate Holder:

_____	_____	_____
Name (print or type)	Signature	Date

PROFESSIONAL DEVELOPMENT TRAINING/ACTIVITIES

PDP GROWTH ACTIVITY HOURS

First Year (30 clock hours) Year 2 3 4 5 (24 clock hours each)

TRAINING/ACTIVITY	CLOCK HOURS
1. Taking College or University Courses (See conversion chart to convert quarter/semester credits to clock hours. Example: 1 semester credit = 30 clock hours)	
2. Attending Online Professional Webinars	
3. Completing Professional Reading and Writing	
4. Attending Relevant Conferences, Seminars, Workshops/In-services	
5. Completing and Reporting CPR/First Aid Training/Youth Mental Health First Aid Training/Health Safety	
6. Providing Professional Student Teacher Supervision	
7. Mentoring/Coaching ECE Program or Conference-sponsored One-on-one	
8. Providing Service in a Leadership Role	
9. Participating in Innovative Endeavors	
TOTAL CLOCK HOURS	

Activity Leader/Presenter or Professional Growth Advisor:

Name (print or type)
Signature
Date

PDP Certificate Holder:

Name (print or type)
Signature
Date

PROFESSIONAL GROWTH ADVISOR LETTER TEMPLATE

To Whom It May Concern,

I verify that _____ has met with me to plan professional development growth in the ECE field and has met the requirements for the PDP certificate for level _____.

I verify that I, _____, meet the Professional Growth Advisor qualification in this area: (check one)

- A Level 5 PDP Certificate with three years of teaching experience in an SDA early childhood program in the NAD.
- An Elementary Teaching Credential with at least 12 semester units of Child Development or Early Childhood Education coursework and at least 2 years of experience in an SDA Early Childhood Education program in the NAD.
- A teacher with a professional teaching certificate with an emphasis in Early Childhood Education with at least two years of experience in an SDA Early Childhood Education program in the NAD.
- At least five years of current experience as a director of an SDA Early Childhood program in the NAD.
- Conference and Union ECE administrator with understanding of ECE, through taking ECE classes/experience in ECE programs.

Sincerely,

Professional Growth Advisor Signature



PROFESSIONAL GROWTH ACTIVITIES TRACKING RENEWAL CREDITS

NAME: _____

ECE PROGRAM: _____

PROFESSIONAL GROWTH ADVISOR: _____

PROFESSIONAL GROWTH ACTIVITIES – SEE SECTION 1.5 (WITH DOCUMENTATION)	DATE OF ACTIVITIES	HOURS COMPLETED
TOTAL HOURS COMPLETED		

Signature Of Certificate Holder

Signature Of Professional Growth Advisor

Signature Of Conference Superintendent/Associate



EARLY CHILDHOOD EDUCATION PROFESSIONAL GROWTH READING CREDIT

To receive credit for professional growth reading from the ECE Professional Growth Book List, please complete this form and return it with your Application for Certification to your Union Early Childhood Education Office.

Applicant's Full Legal Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Early Childhood Program: _____

Book reading requirements:

1. Read two books from Group A and at least two books from Groups B or C. (0.1 CEU per 50 pages). Note: One book of your choice, which could be classified under any group (A, B, or C), may be substituted for a book on the ECE Professional Growth Book List.
2. Write a 250-word summary for each book on how it has or will help you personally or in the classroom.

List the books that you have read this year from the ECE Professional Growth Book List:

1. _____

2. _____

3. _____

Attach your summary for each book to this form or save all summaries with this form to the same file.

Thank you.

COURSES AVAILABLE FROM ADVENTIST LEARNING COMMUNITY

(CEU HOURS ONLY)

Religion Course	CEU
Adventist Church History – Tell the World	1
Bible Doctrines	1
Origins 101	1
Philosophy of Seventh-day Adventists	2
Spirit of Prophecy	.5
Administrators/Leadership Course	CEU
Adventist K-12 Board Membership Training (By the end of this course, you will be able to apply board-member principles and policies to board meetings and school board activities).	.1
Adventist K-12 Board Leadership	.1
Adventist K-12 Board Legal and Financial Issues	.1
Health Principles – Light for Living (This course, designed for teachers, is a study of the theoretical and scientific basis of health and wellness education with an emphasis on the Seventh-day Adventist health message as identified in the Bible and Spirit of Prophecy with applications in the classroom and beyond).	1

HOURS, CEUs, CLOCK HOURS CONVERSION CHART

Semester	Quarter	CEUs	Clock Hours
1/3	.5	1	10.0
2/3	1.0	2	20.0
1	1.5	3	30.0
1 1/3	2.0	4	40.0
1 2/3	2.5	5	50.0
2	3.0	6	60.0
2 1/3	3.5	7	70.0
2 2/3	4.0	8	80.0
3	4.5	9	90.0
3 1/3	5.0	10	100.0
3 2/3	5.5	11	110.0
4	6.0	12	120.0
4 1/3	6.5	13	130.0
4 2/3	7.0	14	140.0
5	7.5	15	150.0
5 1/3	8.0	16	160.0
5 2/3	8.5	17	170.0
6	9.0	18	180.0