

## The Top 15 Things to Know about CPDUs

1. CPD is a licensure renewal requirement for teachers, counselors, school psychologists, supervisors, and administrators.
2. As of Jan. 15, 2006, Educators with Basic, Standard, & Continuing License must complete 125 PDUs as a continuing renewal requirement every five years from this date forward.
3. One PDU equals one hour of a professional development activity. One quarter hour of academic credit equals 20 PDUs, and one semester hour equals 30 PDUs.
4. Educators may select between an individual or district CPD plan.
5. CPD activities must relate to the CPD goals developed in the plan. Goals must assist the educator to:
  - \*Achieve district/state/national goals
  - \*Keep current with the development & use of best practices
  - \*Develop ways to enhance learning for a diverse student body
6. CPD goals must fit at least one TSPC domain of professional competency.
  - Subject Matter or Specialty:** Improve your content knowledge; add an endorsement or specialty area to your license.
  - Assessment Strategies:** Improve your knowledge and use of student assessment.
  - Methods and Curriculum:** Improve your skills in classroom management, leadership, curriculum development, or instructional strategies.
  - Understanding Diversity:** Improve your ability to teach students from diverse backgrounds and needs.
7. Modifications/additions to the plan can be made as assignments or goals change.
8. The individual licensed educator keeps and maintains the CPD plan and documentation until completion. (Keep signed copy or original.)
9. A CPD advisor is selected by the educator and approved by the educator's supervisor. The supervisor's role is to *review and verify* (not approve) the CPD plan.
10. The plan must be completed and signed by the district **BEFORE** the renewal date of the licensed educator.
11. **The educator**, not the district, is ultimately responsible for licensure renewal.
12. Educators may appeal their CPD plan to TSPC if an advisor does not verify successful completion of their plan or exceptional circumstances justify a time extension.
13. Up to 25 excess PDUs can be carried over from one licensure cycle to the next, if they correspond to the goals in the *new* CPD plan.
14. CPD is for licensure renewal only, NOT evaluation.
15. You can find more info at [www.oregoned.org](http://www.oregoned.org)

**Your CPD Plan is only a “snapshot”  
of all of your *activities* for professional development!**

**CPD Activities**

Must relate to CPD Goals

- Bldg/District Activities
- Faculty Trainings (Participant & Trainer)
- Site Council Work
- District Committee Work
- Action Research
- ESD/Higher Education Committee Work
- State Committee Work
- College Coursework (CC as well)
- Professional Conferences
- Professional Workshops
- Mentoring
- Supervising Student Teachers
- Grant Writing & Reporting
- Study Groups
- Publication
- Portfolio Development
- Special Program Development
- District Scoring Teams
- District Assessment Panels
- Facilitation of Special Events
- District Curriculum/Textbook Committees
- Education Commissions Or Task Forces
- Goals 2000, OEA/NEA Grants, Foundations
- National Board Certification

**CPD Documentation**

- Transcripts
- Certificates of participation
- Log/record of events
- Meeting minutes
- Workshop notice w/copy of sign-in list
- Research notes or reports
- Project outlines
- Conference Programs
- Grant applications
- Portfolios