

Reporting Educator's Professional Development Hours

A Step-by-Step Guide for Public, Charter, and
Non-Public Schools

Educator Certification
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102

Revised June 2008

In 2003, statutory changes were made that require educators to complete ongoing professional development until the educator reaches two of three items: ten years of experience, the next higher degree, or national certification from a Missouri-recognized board. The professional development may include contact hours of district-approved professional improvement activities or appropriate college coursework (one college credit = 15 contact hours). Each certificate classification area (professional teaching, administrative, career education, etc.) has its own set of professional development hours that are required by rule. These hours are outlined in the following chart.

Required Professional Development Hours

Classification	Initial Certification Years 1-4	Reactivation	Career Certification Years 5-99	PD Exempt Status
AEL – adult education	60 total contact hours	24 contact hours plus annual requirement	20 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Administration – principals, special ed. directors and career ed. directors	120 total contact hours	24 contact hours plus annual requirement	Years 5-10 must complete EdS degree (or 30 contact hours annually until the degree program is started)	Two of three: EdS or higher degree, 10 years experience or national board certification
Administration – superintendent	120 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Career Education – vocational, health sciences, trade & technical fields	90 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Professional – most core area teachers and librarians	30 total contact hours	24 contact hours plus annual requirement	15 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Student Services – counselors, psychologists, speech/language pathologists and others	40 total contact hours	24 contact hours plus annual requirement	20 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Provisional (2 years) nonrenewable	Must complete credits/requirements to move to Initial certification within two years	n/a	n/a	n/a
Temporary (1 year)	Must complete 9 college credits annually to renew	n/a	n/a	n/a
Lifetime	Exempt	n/a	Exempt	n/a

If an individual fails, in any given year, to meet the professional development requirement, he/she may within two years, make up the missing hours. In order to make up for missing hours, the person must first complete the hours required for the current year and then may count hours in excess of the current year requirement as make-up hours. If the person fails to make up the missing hours within two years, the certificate shall become inactive.

If a certificate is inactive, it can be reactivated by completing 24-contact hours of professional development, which may include college coursework. If the certificate is inactive because an individual has not been employed, then he/she will need to complete the 24 hours within the six months prior to or after returning to work. The annual requirement of professional development hours for the individual's certificate must also be completed for that school year.

Starting in October 2005, all districts are required to submit an annual on-line report that will detail the actual contact hours of professional development completed by certified staff members in the preceding year. The reporting will need to be completed by November 15. The person(s) on your staff completing this information will require a user-id and password. This can be obtained by completing and submitting the attached "DESE Web Systems User ID Request" form. This form is also located on the DESE website at: <https://k12apps.dese.mo.gov/webapps/securityforms.asp>. The completed form should be faxed to (573) 526-4125 as soon as possible.

Once access has been obtained by your district, the following steps should be taken to complete the report:

1. Logon to the DESE Web Applications Menu located at: <https://k12apps.dese.mo.gov/webapps/logon.asp>.

DESE Web Applications Check Here for User Info.

Login Page

Need new **User Manager Administrators** set up due to staff changes? Visit the [User Manager Security Administration Form](#). (pdf)

New to the district, moving to a new district, or have staff who need to be removed? Don't forget to contact your district's User Manager Administrator or visit our [access request form page](#).

Make sure **pop-up blockers** are disabled in order to access our system help files, edit reports and other reports

Looking for **Jobs for Educators in Missouri Schools** Website? Visit: <http://www.moteachingjobs.com>

User Id:

Password:

- On the Applications Menu, click on the link under Teacher Quality and Urban Education that corresponds to your school type:

Public School District-Click on Educator's Professional Development Reporting
Charter School-Click on Educator's Professional Development Reporting -

Charter. **Note:** Kansas City LEAs that were formerly charter schools should access the reporting system with the public school district link above, using the county/district code assigned in the summer of 2006.

Non-Public School -- Click on Educator's Professional Development Reporting
Note: For professional development reporting purposes, Adult Education & Literacy (AEL) programs will need to use the Non-Public system.

This link will refer you to the appropriate Professional Development Menu as pictured below. The page will contain a list of four links: Professional Development Hours, Application Submittal, PD Upload, and Reports.

Public Professional Development Menu

The screenshot shows the 'Educator's Professional Development Reporting - Menu' interface. At the top, there is a header bar with a logo on the left, the title 'Educator's Professional Development Reporting - Menu', a 'Select' dropdown menu, and a 'Help' button. Below the header, the 'District' is set to '096-093 LINDBERGH R-VIII' and the 'Year' is set to '2004-2005'. A list of links is provided: 'Public Professional Development Hours', 'Application Submittal', 'PD Upload', and 'Reports'. At the bottom, there is a footer with contact information for the MO Department of Elementary and Secondary Education, including an email address and user information.

Charter Professional Development Menu

The screenshot shows the 'Educator's Professional Development Reporting - Menu' interface for a charter school. At the top, there is a header bar with a logo on the left, the title 'Educator's Professional Development Reporting - Menu', a 'Select' dropdown menu, and a 'Help' button. Below the header, the 'District' is set to '115115-6915 ST. LOUIS CHARTER SCH.' and the 'Year' is set to '2005-2006'. A list of links is provided: 'Professional Development Hours', 'Application Submittal', and 'PD Upload'. The footer is not visible in this screenshot.

Non-Public or AEL Center Professional Development Menu

Educator's Professional Development Reporting - Menu

Select

Help

District: 021-400 ST JOSEPH'S SCHOOL

Year: 2004-2005

[Non-Public Professional Development Hours](#)

[Application Submittal](#)

[PD Upload](#)

[Reports](#)


MO Department of Elementary and Secondary Education - Send questions to: webreplyteachcert@dese.mo.gov
 Current User: DHENKE Last Modified User ID: DHENKE Last Modified Date: 09/21/2005

- To begin reporting professional development hours, click on the first link listed on the Professional Development Menu page and follow the directions that correspond to your type of school:

Public Professional Development Hours or Charter Professional Development Hours:

- Educator data will be listed by school building. Select the school you want to work with from the “School” drop down list and the School Phone, Contact Name, and Employer information will load automatically. Based on preloaded information from Core Data, you will have a listing of that building’s educators for which professional development hours should be entered. Educators that are exempt from reporting these hours will not appear on this list. The list will be sorted by SSN; however, this can be changed to alphabetical order by choosing Last Name in the “Sort By” drop down list. You can also start the list with a particular Last Name or SSN by entering the one you want and clicking either the “Start at Last Name” or “Start at SSN” button.
- You are now ready to **enter** the professional development hours completed by each educator during the previous year in the open “Hours” field. You may also update the educator’s address if the one shown is incorrect.
- **Save** the data when finished by clicking on one of the “Save” buttons. If the listing for the school is too large to be displayed on one page, you will see “Next” and “Prev(ious)” buttons that can be used to move between multiple pages.

- If there is a red “Edits” button on the screen, that means there is a warning or reminder about the data that has been entered. You can click this button to view a new window containing the information and then close it when you are finished viewing the remarks. The Edits window may contain comments that are errors (indicated by an ‘E’) or warnings (indicated by a ‘W’). Errors must be corrected before the professional development information may be submitted. Warnings are intended for informational purposes and will not prevent the submission of data that has been entered once you have rechecked it and made any revisions that may be needed.
- Once the information has been entered and saved, you will need to **submit** it. You can do this by selecting “Application Submittal” from the “Select” drop-down box in the upper right hand corner of the page or by going back to the Professional Development Menu page and clicking on the “Application Submittal” link. If all assurances listed on this page are agreed upon by your school, click on the “Agree to Assurances” button to send the report to DESE.


Professional Development Assurances and Submittal

District: 048078-6915 ALLEN VILLAGE CHARTER

Year:

1. The request for data complies with the administrative rules established under the Missouri Code of State Regulations and statutes in meeting the required professional development hours for continued validity of the educators' certificate of license to teach.
2. The professional development hours approved by the local district support the district's CSIP plan or individual educators' professional development plan.
3. The assurance of the superintendent or authorized representative certifies that all data submitted is supported with local documentation.
4. The district/school has established a systematic method for storing professional development records on site at the school/district, which keeps records readily accessible, fire-safe, and available for review and audit.
5. Schools or districts contracting with another district or agency to provide reporting to the Department are responsible to:
 - a. Enter into a valid agreement or contract with such agency;
 - b. Ensure that adequate record keeping at the local site is maintained, and;
 - c. Submit the information in a timely manner.

Agreed Date:
Agreed By:

By clicking "Submit", I as the Authorized Representative certify that the school district is in compliance with the Missouri Code of State Regulations and statutory requirements and that the information submitted is true and correct to the best of my knowledge.

Submitted Date:
Submitted By:

Non-Public or AEL Center Professional Development Hours:

- The School Phone and Contact Name will appear, if this information is available.
- In the SSN field, type in the SSN of the educator for which you wish to enter professional development hours and hit the Tab key. If the educator holds a valid certificate for which professional development hours are required, his/her name, address, and teaching experience information will be populated based on the information in the DESE Educator Certification system. No information will appear if the individual does not hold a valid certificate or has not held a valid certificate for over 5 years.
- **Enter** the professional development hours completed during the previous year for the educator in the “Hours” field. Based on the educator’s assignment for the previous year, you will need to choose the appropriate position code under the “Position” column. If an educator had a split assignment, choose the position that requires the greatest number of professional development hours. The codes are as follows:
 - 10 = Central Office Administration
 - 20 = Building Principals
 - 30 = Supervisors
 - 40 = Media Personnel
 - 50 = Guidance Personnel/Placement Specialists
 - 60 = Teachers
 - 70 = Other Pupil Services Personnel
 - 80 = Aides
 - 90 = Ancillary PersonnelYou may also update the educator’s address if the one shown is incorrect.
- When the page is full, **save** the data entered on the page by clicking one of the “Save” buttons. Once you have saved the data for the page, additional educators can be entered by clicking “Add More Lines” and repeating the procedures for entering and saving data. For a listing that is too large to be displayed on one page, you will also see “Next” and “Prev(ious)” buttons that can be used to move between multiple pages.

- If there is a red “Edits” button on the screen, that means there is a warning or reminder about the data that has been entered. You can click this button to view a new window containing the information and then close it when you are finished viewing the remarks. The Edits window may contain comments that are errors (indicated by an ‘E’) or warnings (indicated by a ‘W’). Errors must be corrected before the professional development information may be submitted. Warnings are intended for informational purposes and will not prevent the submission of data that has been entered once you have rechecked it and made any revisions that may be needed.
- Once the information has been entered and saved, you will need to **submit** it. You can do this by selecting “Application Submittal” from the “Select” drop-down box in the upper right hand corner of the page or by going back to the Professional Development Menu page and clicking on the “Application Submittal” link. If all assurances listed on this page are agreed upon by your school, click on the “Agree to Assurances” button to send the report to DESE. (A picture of this window is also included in the preceding directions for public school district reporting—see page 6.)
- The records that were entered will show each time you enter this school’s Non-Public Professional Development Hours page. Once all of the data has been entered and saved, it will be sorted by SSN; however, this can be changed to alphabetical order by choosing Last Name in the “Sort By” drop down list. You can also start the list with a particular Last Name or SSN by entering the one you want and clicking either the “Start at Last Name” or “Start at SSN” button.
- If you wish to delete an educator from the list, you may do so by clicking on the “X” under the column marked “DEL.”

Professional Development File Transfer Protocol (FTP) – PD Upload

The purpose of the Professional Development FTP web page is to allow districts to upload a large volume of educator data in a specified format for insertion into the Educator Certification and Professional Development tables. This method of transferring data can be accessed by clicking on the “PD Upload” link on the Public, Charter, or Non-Public Professional Development Hours Menu pages. This information can then be viewed by going to the Public, Non-Public, or Charter Professional Development Hours web pages.

The screenshot shows a web interface for uploading data. At the top, there is a purple header with a logo on the left, the text "Professional Development FTP" in the center, and a "Select" dropdown menu on the right. Below the header, there is a "District:" label followed by the text "001-090 ADAIR CO. R-I" and a "Select District" button. Below that is a "Year:" label followed by a dropdown menu showing "2005-2006". The main form area contains a "File Name*" label with a dropdown menu showing "PD Upload", a "File Location*" label with a text input field and a "Browse..." button, and a "User's E-Mail Address:" label with a text input field and "(Optional)" text. Below the email field is a checkbox labeled "Check here to be notified by e-mail that your file has transferred correctly." and a note "* (Required)". At the bottom of the form is a "Transfer" button.

The text files that are uploaded should be in the following format:

DATA ENTRY HEADING	NUMBER OF CHARACTERS REQUIRED
DISTRICT	6
YEAR	4
SCHOOL CODE	4
SSN	9
HOURS	3
ADDRESS	40
CITY	32
STATE	2
ZIP	15
POSITION CODE	2

Questions

How much time is allowed to enter the information and save it before the web page times out?

Districts will be allowed sixty (60) minutes to use the system before being redirected to the login page.

What makes an educator exempt from the reporting of professional development hours?

An educator is exempt if he/she meets the criteria for Exempt Status as listed in the chart on the first page of this guide. Also, educators that hold only a lifetime classification will be exempt from the reporting.

An educator was only employed in our district for ½ year, so what must be reported?

You should report any professional development hours completed by the individual during the period of time in which he/she was employed by your district.

Since individuals that hold initial level certificates (IPC, etc.) do not have a yearly professional development requirement, how should their hours be reported? How will DESE know if these individuals are meeting what they need to stay active?

You should report any hours of professional development completed by these educators. DESE will have a report that totals the four years of initial certification.

If we have a teacher new to our district this year that was employed in another district last year, do we report his/her professional development hours or is the previous district responsible for the reporting?

The information loaded into the system will be from the previous year's Core Data records, and professional development hours should be reported for that year. Therefore, the previous district will need to report the hours for this individual.



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

June 24, 2008

*Please share with Human Resources &
Professional Development staff*

TO: Administrators

FROM: Rusty Rosenkoetter, Coordinator
Educator Certification

SUBJECT: Professional Development Not Met Report and Inactive Status

All districts are required to annually report professional development clock hours completed by certificated staff. In the past, you've received a report from DESE indicating individuals who had not completed the required number of hours and who are in danger of becoming "inactive" (not eligible to be counted for state aid). We now have a new report that school districts may use to determine which employees are in jeopardy of losing their active status.

You may review the report now on the DESE website. Login to the Web Applications feature and then enter the Professional Development Reporting feature. Under the "Reports" heading, choose the Not Met Educators -- with last year's report date -- 2006-07. The report should provide you a list of individuals who have not completed the correct total of professional development hours (cumulative for the preceding three years).

Beginning in the 2008-09 school year (the fifth year of the statutory professional development requirement); DESE will begin monitoring local recordkeeping of professional development activities. We will also begin enforcing the INACTIVE STATUS of individuals who do not complete and report the required professional development clock hours.

SSN	Educator	Years Exp	Position	Degree	Classification	PD Hours Reported	District
xxx-xx	John Doe	8	60	BA	CPC	40	xxx-xxx
xxx-xx	Jane Doe	9	60	MEd	CCPC	24	xxx-xxx
xxx-xx	Dan Eatspie	14	30	BS	PC2	29	xxx-xxx
xxx-xx	Mary Eatspietoo	6	70	EdD	Adm I	14	xxx-xxx

In the above example, none of the individuals have completed their professional development hourly requirements over the preceding three-year span:

- John Doe has 8 years of experience and a bachelor's degree. He needs to complete 15 hours annually for a total of 45 hours;
- Jane Doe has the next higher degree (master's) but only 9 years of experience. She needs to complete 15 hours annually for a total of 45 hours;
- Dan Eatspie has 14 years of experience but only a bachelor's degree. He needs to complete 15 hours annually for a total of 45 hours; and
- Mary Eatspietoo has six years of administrative experience and the next higher degree (doctorate). She needs 30 clock hours annually for a total of 90 hours.

Attached is the chart of required professional development hours for your review.

If you have questions about the report or the required hours to be reported annually to DESE, please contact the Educator Certification Section at 573/751-0051 or 573/751-3847.

/rr

Attachment

Required Professional Development Hours

1 semester credit = 15 PD contact hours

Classification	Initial Certification Years 1-4	Reactivation	Career Certification Years 5-99	PD Exempt Status
AEL – adult education – IAEI, CAEL, F1, F2	60 total contact hours	24 contact hours plus annual requirement	20 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Administration – principals, special ed. directors and career ed. directors – IAC, CCAC, A1, A2, Adm I, Adm II	120 total contact hours	24 contact hours plus annual requirement	Years 5-10 must complete EdS degree (or 30 contact hours annually until the degree program is started)	Two of three: EdS or higher degree, 10 years experience or national board certification
Administration – superintendent – IAC, CCAC, A1, A2, Adm II	120 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree EdD, or national board certification
Career Education – vocational, health sciences, trade & technical fields – ICEC, CCEC, V1, V2	90 total contact hours	24 contact hours plus annual requirement	30 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Professional – most core area teachers and librarians – IPC, CCPC, CPC, PC2	30 total contact hours	24 contact hours plus annual requirement	15 contact hours annually until exempt	Two of three: 10 years exp. or next higher degree or national board certification
Student Services – counselors, psychologists, speech/language path – S1, S2, G1, G2, ISS, CCSS	40 total contact hours	24 contact hours	20 contact hours annually	Two of three: 10 years exp. or next higher degree or national board certification
Provisional (2 years) nonrenewable	Must complete credits/requirements to move to Initial certification within two years	n/a	n/a	n/a
Temporary (1 year)	Must complete 9 college credits annually to renew	n/a	n/a	n/a
Lifetime	Exempt	n/a	Exempt	n/a

6/24/08