

Professional Development Program

Pre-Approved Non-Division Sponsored Activity

PROCEDURES



Several non-division-sponsored **Professional Development Program** (PDP) activities have received pre-approval status from the Department of Curriculum & Instruction. These opportunities may be found at the end of *PDP Catalog* sections for most of the discipline areas. In order to have these pre-approved alternative PDP hours processed, the activity must be listed in the pre-approved section of the catalog and correspond to the teacher's current primary teaching assignment. If the activity is not listed, please follow the procedures for the Alternative Request Application.

PLEASE NOTE

- To receive PDP hours, all procedures must be followed and the employee must provide documentation verifying the attendance and completion to the Office of Organizational Development. Failure to do so will result in the hours not being processed.
- “In general the school board subscribes to the principle that no employee of the board shall be paid twice for the same work period,” according to Virginia Beach City Public Schools School Board Policy 2-57. If pay is offered for participation in the pre-approved activity, then the PDP participant must decide whether pay or PDP is desired. Both cannot be earned for a single pre-approved activity. If pay is decided, then it is not necessary to complete the Pre-Approved Non-Division Sponsored Verification Form.

Procedures to acquire PDP from a pre-approved non-division sponsored activity:

1. Attend a **pre-approved, non-division-sponsored** activity from your **current primary teaching** discipline area as listed in the *PDP Catalog*.
 - ◆ If the non-division sponsored activity is not listed in the pre-approved section of the *PDP Catalog*, then you must complete an *Alternative Request Application* to receive the PDP hours.
2. Complete the *PDP Non-Division Sponsored Verification Form for Pre-Approved Activities Form*. Incomplete forms are returned.
3. Attach documentation verifying your satisfactory attendance and/or successful completion of the pre-approved activity.
4. Make a copy for your records.
5. Forward the completed verification form with documentation attached to the **Office of Organizational Development, ATTN: PDP, Joanne Lucas** as soon as possible after completing the activity. **Items received after May 8, 2010 may not be processed.**
6. PDP hours for pre-approved activities are awarded as designated in the *PDP Catalog*.
7. Call 263-1220 with questions.



Professional Development Program Non Division Sponsored Verification Form For Pre-Approved Activities

In accordance with school board policy 2-57,
if pay is received for a pre-approved non-division sponsored activity then PDP hours are not awarded.

Procedures:

1. Attend a **pre-approved, non-division-sponsored** activity from your **current primary teaching** discipline area as listed in the *PDP Catalog*.
 - ◆ If the non-division sponsored activity is not listed in the pre-approved section of the *PDP Catalog*, then you must complete an *Alternative Request Application* to receive the PDP hours.
2. Complete the *PDP Non-Division Sponsored Verification Form for Pre-Approved Activities Form*.
3. Attach documentation verifying your satisfactory attendance and/or successful completion of the pre-approved activity. **Incomplete forms are returned.**
4. Make a copy for your records.
5. Forward the completed verification form with documentation attached to the **Office of Organizational Development, ATTN: PDP, Joanne Lucas** as soon as possible after completing the activity. **Items received after May 8, 2010 may not be processed.**
6. PDP hours for pre-approved activities are awarded as designated in the *PDP Catalog*.
7. Call 263-1220 with questions.

Legal Name: (print)	WISE Number:
Home Address:	Email:
Teaching Assignment:	School:
Title of Pre-Approved Activity (as listed in the <i>PDP Catalog</i>):	
Date(s) of Activity:	
<i>PDP Catalog</i> name & Page # of the Pre-Approved Activity	
Number of PDP Hours assigned (as noted in the <i>PDP Catalog</i>):	
Name of District Coordinator:	

ORGANIZATIONAL DEVELOPMENT USE ONLY:

Date Received: _____ Proof of Attendance and/or Successful Completion Provided: Yes ___ No ___

Comments: _____

Authorization of Specialist for Processing: _____ Date Processed: _____