

Action Plan/Individual Point Requests Flow Chart

Or....how to earn *individual* points for Salary Schedule movement through an Action Plan. Individual points can be earned at knowledge level for new learning, with additional points available for subsequent application/ implementation activities and documentation of impact. So, how does this process work?

Order	What to do....	Frontline Professional Growth Form Instructions posted in Frontline My File Library	Due Date
1	In Frontline Professional Growth, find and complete CERT: Action Plan . Your goal should be written as a <i>SMART Goal</i> , including a measurable target goal directed toward improving student learning (or impacting colleagues' professional practice). The Action Plan goes electronically the assigned Action Plan Coach for approval. If goal is not initially approved, you may re-submit with changes.	CERT: Action Plan (video) Follow directions or samples exactly. Template and sample SMART Goals are available in Frontline My File Library . Plans submitted by October 15 will be considered retroactive for activities back to August 1 of that year. Plans submitted after October 15 will be valid for activities from submission date forward. An Action Plan submitted in Frontline Professional Growth may be in progress for up to 3 professional development years.	Can submit at any time. See start dates at left.
2	Once submitted, track Knowledge activities in Frontline Professional Growth. Knowledge pts are based on new learning related to your Action Plan goal (see chart on page 2 for specifics). Enter all information and submit for approval.	Submit on ONE of the following Knowledge forms: <ul style="list-style-type: none"> Log: Knowledge Points - Use this form to track activities as you complete them. CERT: Knowledge Point Request - Use this form to submit activities after you have completed all of your new learning. Follow directions or samples exactly! (video)	Submit by Aug. 31 for activities from the preceding Aug.1-July 31
3	After Knowledge points are approved, you may input your Application activities and data for additional points (2 x the points for the knowledge level activity being implemented). Submit for approval.	Go to My Info in the Frontline Navigation Menu . Choose My Portfolio . Click on the title of the activity for which you want to submit Application level activities for points. Click on the Application form. Application dates must start after the first date of the Knowledge activity and continue long enough to align with pts requested: Implement & reflect on the new learning/strategies for a minimum of 1 quarter for less than 10 pts or 1 semester for 10+ pts.	Submit by Aug. 31 for activities from the preceding Aug.1-July 31
4	After Application points are approved, you may input your Impact data for additional points (3 x the points for the knowledge level activity or 1.5 x the points for the application level activity). Submit for approval.	Go to My Portfolio . Click on the title of the activity for which you previously received Application points and click on the Impact form in order to submit Impact level data for points. Impact dates must align with application activities and continue long enough to align with pts requested: Collect and reflect on impact data/results for a minimum of 1 quarter for less than 10 pts or 1 semester for 10+ pts.	Submit by Aug. 31 for activities from the preceding Aug.1-July 31
5	Check your professional development points available for Salary Movement by checking your Salary Tracker .	Logon to Frontline Professional Growth . In My Info choose Salary Tracker . Follow the directions at the top of the screen.	October 15; Feb. 15 for mid-year movement—allowed only to a degree column

<u>LEVEL</u>	<u>Activity Description</u>	<u>Summary/Reflection</u>
KNOWLEDGE (1 point per hour of new learning)	Class, study group, workshop Reading professional books, journals Viewing professional videos/webinars Reading/researching supplemental resources Observing colleagues to learn techniques, strategies, content Note: Knowledge activities for salary movement must occur beyond the professional day.	Identify specific key new learning or concepts. Reflect on what you learned and how you may use this new knowledge.
APPLICATION (Knowledge pts X 2)	Incorporating new knowledge, content, strategy, etc. into instruction Writing lesson plans based on new knowledge Planning, adapting, or redesigning instruction based on new knowledge Meeting with colleagues to develop lesson plans based on new knowledge Evaluating student work and redesigning instruction based on new knowledge Note: Application activities can occur both during and beyond the professional day.	Explain how you used the new learning. Evaluate and reflect on effectiveness of new content, strategy, etc. Evaluate student work. Keep samples of lesson plans, instructional materials, rubrics, student work, etc. Application dates must start after the first date of the knowledge activity and continue long enough to align with pts re-quested: Implement & reflect on the new learning/strategies for a minimum of 1 quarter for less than 10 pts or 1 semester for 10+ pts
IMPACT (Knowledge pts X 3)	Results from the assessment tool referenced in your Action Plan Goal Results from changes in instruction based on new learning Assessments of learning based on changes in Instruction Note: Impact activities can occur both during and beyond the professional day.	Submit summary results from assessments, rubrics, student work etc. Include detailed reflection/evaluation of the results of the changes you implemented. Impact dates must align with Application Activities and continue long enough to align with pts requested: Collect and reflect on impact data/results for a minimum of 1 quarter for less than 10 pts or 1 semester for 10+ pts.

Questions/Answers

How can I earn points for activities I attend outside of the District?

If the activity aligns with your Action Plan goal (submitted prior to the activity), submit this activity on a **Knowledge** point request form with appropriate documentation and reflection the same as you would any other knowledge-level activity. Remember (per policy in the Negotiated Agreement) only relicensure purpose is available if the District provides any support (professional leave, substitute, expenses paid, etc.). If requesting district support, submit the Frontline CERT: Out-of-District form and your relicensure professional development points will be recorded from that form. **Knowledge** points earned for relicensure purpose **CAN be** used as the basis for individual **Application** and **Impact** activities for points for movement on the salary schedule.

What is the maximum number of points I can earn in a year?

For the purpose of relicensure, there is no limit. ONLY 120 professional development points from one year may be used for salary schedule movement. If you do earn more than 120 salary movement points in a given year, the extra points are allocated to “Hours (Pts) exceed annual maximum” in Salary Tracker—they may not be carried over to the next year to apply to salary movement.

How many points do I need to relicensure?

With a 5-year Professional License and a bachelor’s degree, you need 160 points earned within the cycle of your license. Half must be college credits—80 points or 4 college credits. With a master’s degree, you need 120 points earned within the cycle of your license (any combination of professional development points and college credits). For other types of licenses, please contact the Professional Development Office.