



Contact Hours Options Grid

Option: Individually Guided	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
National Board for Professional Teaching Standards Certification	60 contact hours for candidates completing the process but not getting the NBPTS certificate 180 contact hours for NBPTS Certificate	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate of license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
Professional Teaching Portfolio	60 contact hours	Development of an in-depth professional portfolio which includes a personal mission, goals, guiding questions, related professional development activities, artifacts, and evaluation procedures and documentation of collaboration.	Copy of finished portfolio containing evidence of all components accompanied by reflective documentation on the related experiences, selection of artifacts, and collaborations
Publication of Original Work – i.e. book, journal article, software, research, curriculum unit	60 contact hours	Production of tangible product that enhances teaching and learning	Copy of the book, article, software package, research report, curriculum unit, and a reflection on the learning while engaged in the process
Grant Writing	60 contact hours	Copy of grant proposal	Copy of grant proposal, documentation of clock hours for planning, development, and reflection on the learning while engaged in the process
Professional Committee	30 contact hours	Must serve on a governance committee representing a national, state, or local educational organization or agency. Must be in position to contribute to the educational profession or add to the body of knowledge in a specific field.	Documentation of hours served and verified by the president or chair of the committee



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Option: Observation/ Assessment	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
Peer Coaching	40 contact hours (both participants are eligible)	Each session must include pre-observation discussion, observation, and follow-up discussion	Reflective journal on all segments of the observation process and resulting actions. Documentation of all contact hours.
Resident Educator Mentor	Up to 30 contact hours during licensing cycle	Participation in the Resident Educator program through MVESC and the ODE	Reflective journal documenting the learning process and contact hours.
Cooperating Teacher for Student Teachers	60 contact hours - 15 contact hours per semester	Must be part of a formal college or university program	Formal documentation of participation from the college and documentation of the learning process and contact hours

Option: Involvement in Improvement Process	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
Curriculum and Course of Study development/ revision	60 contact hours	Production of a tangible product that enhances teaching and learning	Copy of curriculum unit
Develop Course Assessment (pre/post course) i.e. SLO	60 contact hours – 20 max per year	Production and extensive revisions to course assessment	Copy of course assessment



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School Improvement Initiatives	60 contact hours	Must be serving on a committee organized by an educational agency or local school district	Copy of the final product, documentation of hours involved and a reflection on the learning while engaged in the process
Professional Reading/Study Group	30 contact hours	Subject area must be related to individual's area of specialization and assignment	Reflective journal documenting the learnings while engaged in the process, time involved, and report identifying the actions to be taken

Option: Training	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
Professional Development Presenter	One time per presentation awarded for preparation, planning, research, and delivery of a presentation. Maximum of 15 hours for the preparation of a single presentation.	Awarded for a presentation that is not part of the contracted job description. Research must involve the examination of current teaching and learning which results in the improvement of one's instructional practice	Copy of program listing the presentation, presentation notes, and related handouts
Teaching a College Course/ Adult Ed. Course	Max. 45 contact hours for a single course taught during the 5-year licensing cycle with a request of no more than 90 hours requested (2-separate courses) in a 5-year licensing cycle.	Contact hours are awarded for the first time teaching or a course that has undergone major revisions Hours will vary with the number of semester hours and the amount of preparation	Course syllabus listing the individual as the instructor



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Option: Inquiry	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
Action Research	60 contact hours	Research must involve the examination of current teaching and learning which results in the improvement of one's instructional practice	Copy of final product or a report on the findings, time involved, and reflective documentation on the learning while engaged in the process
Educational Project	60 contact hours	Project must be devoted to the enhancement of teaching and learning and involve several buildings/district staff, students, and community members	Copy of final product or report on project results, time involved, documentation of media publicity, and reflective journal on the learning while engaged in the process
Educational Travel	30 contact hours	Program must be with a qualified educational agency or school district	Copy of travel program content, verification of participation, documentation of time involved, and reflective journal on the learning while engaged in the program