

Professional Development Points

[Educator Licensure Policy 5.502](#) describes the use of professional development points (PDPs) to advance or renew an educator license. Once educators staffed in a Tennessee public school enter their PDPs into [TNCompass](#), appropriate district staff approve or deny PDPs based on state guidelines. If an educator is not staffed in a Tennessee school with TNCompass access at the time of application, the department will approve or deny PDPs based on state guidelines.

The following guidance document outlines examples of appropriate professional development and a form for professional development where certificates of completion are not available.

Accepted PDP Activities	
Source/Name	Notes
Early Reading Training - Course I	Department-approved foundational literacy course
Secondary Literacy Training	Department-approved literacy course
EdWeb	<i>Note: Educators should complete activities related to their endorsement area and submit certificates of completion as proof of activity.</i>
The Jason Foundation, Inc.	No-cost opportunities related to developing competency in student social and emotional health and well-being <i>Note: Educators should submit certificates of completion as proof of activity.</i>
College or coursework completed at the university level	Courses, including those centered around leadership, should be related to an educator's area of endorsement or show a clear alignment to improving educator effectiveness <i>Note: Educators should submit unofficial or official transcripts showing completion of the course. Educators may be asked to submit a course syllabus of course activities.</i>
Outside associated professional development	A certificate of completion should accompany the PDP request showing name of activity, name of educator, date of completion, number of applicable clock hours earned, and any applicable names/signatures of authorizing individuals <i>Note: If no certificate is available, educators should use the form below.</i>
PDP Activities that are <i>not</i> accepted	
Source/Name	Notes
CPR/First-Aid training	Not related to any strand of improving educator effectiveness
Finding Funding for Students/Schools	Not related to any strand of improving educator effectiveness

Professional Development Points Form

When a certificate of completion is not available, educators should use the following form to acquire professional development points (PDPs). This form should be completed by the educator, signed by an authorizing individual, and uploaded to [TNCompass](https://tnccompass.com) in support of the PDP request.

Applicant Information

Educator Name	TLN	
_____	_____	_____
Name of Activity Completed:	Number of Hours:	Completion Date:
_____	_____	_____
Brief Description of Activity:		
<div style="border: 1px solid black; min-height: 80px;"></div>		

Authorized Signature

By signing below, the authorizer hereby:

1. affirms that the educator named above has completed the above professional development; **and**
2. recommends to the department, on the basis of attesting to the hours above, grant the educator the recommended number of professional development points in accordance with [Educator Licensure Policy 5.502](#).

Name of Authorizing Official	

Authorizing Official Title	

Signature of Authorizing Official	Date
_____	_____