**Title: 4040 PROFESSIONAL DEVELOPMENT**

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| Act 48 of 1999 | **4040 Professional Development/Learning****4040.1 Pennsylvania Certification**All teachers are required to be certified through the Pennsylvania Department of Education (PDE). All certification levels must be adhered to with the proper guidelines of PDE. According to Act 48, all certified educators need to acquire Continuing Professional Education Credits in order for their certification status to remain active as per PDE guidelines. Grandfathered employees who do not have PA Certification must also acquire the Act 48 Continuing Professional Education Credits. Records of these courses or in-services hours are to be sent to the Diocesan Education Office.As per Act 48 requirements and the Diocesan Act 48 Continuing Education Plan, the Principal will approve and record such activity and remit to the Diocesan Education Office verification and proper forms. Employees need to keep records of their progress as well.No new employee will be hired who does not already have a bachelor’s degree and appropriate certification as per PDE regulations. Any exceptions to this provision must have written approval of the Diocesan Education Office.Within the first year of hire, employees holding education certificates from other states must begin the process to obtain PA State Certification.In hiring an experienced employee, previous teaching experience will be taken into consideration for salary purposes with approval of the Diocesan Education Office.**4040.2 Professional Learning** Our professional learning requirement should enable teachers and administrators to meet the requirements for maintaining Pennsylvania certification. This requirement is for 180 hours of approved professional development each 5 years in order to be recertified. Procedure:1. Teacher should reflect on areas of need for professional development: e.g. integrating curriculum, meeting the needs of at risk students, a topic within the specific level and subject being taught, etc.;
2. Locate course/ programs/ workshops which address these needs;
3. The state may continue to expand guidelines for acceptable experiences. Currently acceptable are: graduate and undergraduate courses, workshops provided by the Office of Education of the Diocese, courses/workshops provided by the Intermediate Units;
4. Meet with the principal to share desired goals and formulate plans for meeting these needs;
5. Complete the Professional Learning Plan;
6. Insert a transcript/certificate of completion for each course in your school file.
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