

Mansfield Public Schools

SMARTPD FORM

Name of School _____

Title: _____

Instructor: _____

Participants: _____

Date (s): cannot use TBD must have date _____

Registration Close Date: _____

Time: _____

Location: _____

PDP's: _____

Description of Course:

*****All information is needed to submit on SmartPD

Request for Professional Development Points
Provider's Name: Mansfield Public Schools

DESE has identified the minimum requirements for professional development activities that are eligible for PDPs. PDPs may only be awarded under the following conditions:

- The professional development is offered by the MA Department of Elementary and Secondary Education Department (ESE), *school district*, educational collaborative or a provider that is registered with ESE.
- The professional development must be at least 10 hours per topic.
- The professional development must include an assessment of learning. (This may be an end-of-course assessment or an observable demonstration of learning.)
- The professional development participant has met the provider's criteria for mastery.

Please refer to the DESE's Professional Development page for additional information:

<http://www.doe.mass.edu/pd/faq.html>

Please complete the following to request approval to award PDPs for professional development that you plan to offer at Mansfield Public Schools:

Title of Professional Development

Main Content Area(s) of PD

Date(s) of PD

Objective(s) of PD

Description of Assessment of Learning

Total hours of PD

No. of PDPs requested

PD Facilitator's Signature _____ Date _____

Principal's Approval _____ Date _____

Approval for PDPS _____ Date _____

Michael Connolly, Assistant Superintendent