



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
 Shepard Building
 255 Westminister Street
 Providence, Rhode Island 02903-3400

Deborah A. Gist
 Commissioner

Verification of Professional Development Hours:

In rare instances, an educator may not have implemented an approved improvement plan. In these situations, professional development hours may be submitted instead of a completed, verified improvement plan. 45 hours are required for each rating of Ineffective and 20 hours are required for each rating of Developing. Acceptable professional development includes coursework, conferences/seminars, or job-embedded learning. These hours must be approved by the Superintendent or his/her designee. 1 college credit is equal to 15 hours. Professional development hours reflect actual hours spent on the activity. This document should be completed and submitted by the educator as part of his/her Certification Renewal Application. A separate form must be completed for each rating of Ineffective and /or Developing that the educator received during his/her renewal cycle.

Educator Name	
Title/position	
School Name	District
School Year	Rating

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To be verified and signed by the Superintendent or designee

I certify by my signature that:	
<input type="checkbox"/> I have reviewed the evidence of professional development completed during the school year _____.	
_____	_____
Signature of Superintendent or Designee	Date
_____	_____
School District	Name Superintendent or Designee

This document may be photocopied as needed