

# Professional Development for Instructional Hours/Days Documentation Tool

Effective October 1, 2019, Section 101(10) of the State School Aid Act ([MCL 388.1701\(10\)](#)), was amended to include new provisions. Local education agencies (LEA), both traditional and charter, may count up to 38 hours of professional development for teachers as hours/days of pupil instruction if all of the listed requirements are satisfied. Professional development of any length may count as instructional hours but to count as an instructional day it must exceed 5 hours in a single day per Subsection 10(a).

There is no application process to use professional development as instructional hours/days. However, the district must maintain documentation that all legal requirements have been met. Below please find a list of the requirements along with suggested documentation:

- A district-wide professional development advisory committee appointed by the district board recommends at least 8 hours of the professional development. The advisory committee must be composed of teachers employed by the district who represent a variety of grades and subject matter specializations, including special education; nonteaching staff; parents; and administrators. The majority membership of the committee shall be composed of teaching staff.
  - Board of Education meeting minutes during which the advisory committee was appointed.
  - Advisory committee meeting minutes noting the recommendation of at least 8 hours of professional development to be used for instructional hours. The recommendation may occur at any time throughout the year and does not need to be before the first countable professional development event.
  - List of all members of the committee, with title, representing the required composition:
    - Majority of representatives comprised of teachers of varying subject matter and grade level, including special education
    - Nonteaching staff
    - Parents
    - Administrators
- If the professional development is provided online, the district must have approved the instruction. For online professional development to be counted as a day of instruction, the professional development must be started and completed in the same day. Online professional development completed over multiple days may be counted toward instructional hours, but not the day requirement.
  - Date of approval of online professional development (if applicable)
- The professional development hours are used to offset instructional time for pupils whose teachers were scheduled to participate in the professional development.
  - Clear documentation of what teacher population attended the professional development (EX: all district staff, specific building staff, specific grade level/content area, etc.)

- At least 75% of teachers scheduled to participate in the professional development are in attendance.
  - Percentage attendance compared to expected participants
  - Attendance list (original or copy)
  - Expected participation roster
- The professional development is aligned to the school or district improvement plan for the school or district in which the professional development is being provided.
  - Proof of alignment to School and/or District Improvement Plan
- The professional development is linked to 1 or more criteria in the evaluation tool developed or adopted by the district or intermediate district under Section 1249 of the Revised School Code, MCL 380.1249.
  - Proof of alignment to at least one criteria in educator evaluation tool
- The department has approved the professional development and confirmed it may be counted for state continuing education clock hours (SCECHs).
  - SCECH Program Number
  - Documentation of number of SCECHs approved
- Not more than a combined total of 10 hours of the professional development takes place before the first scheduled day and last scheduled day of school for that school year.
  - District calendar documenting the first and last day of school as well as professional development days that are countable as instructional time.
- No more than 10 hours of qualifying professional development takes place in a single month.
  - Length in hours of professional development
  - Number of hours to be used as instructional hours
  - Number of days to be used as instructional days (professional development must exceed 5 hours in a single day to be used as an instructional day)

In addition, agendas may be optionally kept from the individual PD days as verification of hours.

To help simplify the process, please find the below documentation tool. This template is not mandatory but may be used as a resource to collect the needed information for each date of a professional learning activity being used as instructional hours/days.

For further information, please contact [SCECH@Michigan.gov](mailto:SCECH@Michigan.gov).

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Please provide the below information as well as maintain the noted documents. This information does not need to be submitted to the Michigan Department of Education but should be maintained in a file for audit purposes for 3 years.

Local Education Agency Name: \_\_\_\_\_

School Year Start Date: \_\_\_\_\_

School Year End Date: \_\_\_\_\_

Date of PD						
Title						
Description						
Date of District Approval (Online PD only)						
Attending Teacher Population (All district, building specific)						
District or Building to which hours are being applied						
Alignment to School or District Improvement Plan						
Alignment to Criteria in Evaluation Tool						
SCECH Program #						
Amount of Approved SCECHs						
PD Length in Hours						
Hours to be Used						
Days to be Used						
% Attendance from Expected Participants						

In addition to the above information, maintain the following documents:

- Board of Education meeting minutes during which the advisory committee was appointed.
- List of committee members, with title, representing the required composition.
- Advisory committee meeting minutes noting the recommendation of at least 8 hours of professional development to be used for instructional hours.
- District calendar noting first and last days of school and professional development dates.
- Attendance list (original or copy) and expected participation roster.
- Agendas for individual activities (optional).

**Signatures:** As chief administrator of the district, I verify that all of the above and maintained information is true regarding the professional development to be used toward instructional hours.

Superintendent Name: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_