

**(SAMPLE COMPREHENSIVE PROFESSIONAL LEARNING PLAN.
PLEASE USE THIS PLAN AS A GUIDE)**

**A Comprehensive Plan For
Offering Professional Learning Units (PLUs)**

**Submitted By
Everyman University
College of Education
1754 Alpha Way
Clearview, GA 12345**

This initial application is hereby submitted to the Georgia State Department of Education by The Business Outreach Center, Everyman University.

John Doe
Director
Everyman University
College of Education

Date

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Brief Agency History several paragraphs.

The Everyman University (EU), an Accredited University by Southern Association of Colleges and Schools (SACS) and Professional Standards Commission (PSC), recognizes that professional learning is an essential part of fulfilling our mission and serving the needs of teachers and students throughout the state of Georgia. EU is ideally located so as to serve both metropolitan Atlanta and the more rural counties of Northeast Georgia. Since over 25,000 teachers are employed within the immediate service area of EU, the University has designed a variety of programs that will offer professional learning units (PLUs) for teacher Professional Learning and meet the changing needs of the Georgia classroom.

The Education Department of EU will be in charge of the design and administration of the teacher education programs. A Professional Learning Program Advisory Council will include area teachers, administrators and professional learning coordinators will provide the guidance for many PLU activities.

This comprehensive plan is intended to provide a broad view of the scope of our plans. Individual programs or activities will be submitted as addendums.

Because a full range of professional learning activities are already offered by school districts, other colleges and universities, and a variety of organization, the goal of the EU Professional Learning Program is to complement and/or enhance existing classroom activities and to establish EU as a reliable source of quality professional learning credit courses.

I. Student Goals and Educational Improvement Practices

Note: See Standard III below for "...a process for ensuring that the objectives of the Professional Learning plan are consistent with the local system's goals and improvement objectives before individuals are allowed to participate for credit.

II. Educational Personnel Needs Assessment

The Business Outreach Center of the School of Education of Everyman University shall conduct periodic needs assessments of Georgia Dept. of Education, teachers and school system officials to determine their educational and professional needs. These assessments will be in the form of surveys, focus groups, interviews, site visits, and/or response to requests. The results of the assessments will be used to determine program offerings. Individual teachers or groups of teachers with similar needs are encouraged to submit their requests for programs to the director of the Business Outreach Center, School of Education, Everyman University.

III. Approval of Professional Learning Courses for Individuals and Groups

Each individual employed by a public or private school or school system in Georgia desiring Professional Learning Unit credits must complete a Prior Approval Form. (See page 7 attached) The form is available on the university web site as well as by contacting The Business Outreach Center. The completed form must be signed by the local superintendent, professional learning coordinator, headmaster, or other person authorized to assure that the improvement goals of the public or private school employing the participant are being met by the course(s) being offered by the Business Outreach Center. Participants not currently employed by a public school system or a private school, are exempt from this standard. The Prior Approval Form shall include the four categories in which PLUs can be earned

IV. Components of Professional Learning Unit (PLU) Activities

All agencies, providing professional learning units must submit each individual credit activity/course/program separately to the Department of Education as an addendum to their PLU Credit Plan for approval before that activity/course/program can be offered for PLU credit

Each PLU addendum for a professional learning course will include the following components:

1. Course description
2. Goals to be addressed by the PLU course
3. Improvement practice to be implemented
4. Competencies to be developed with associated performance indicators identified
5. Preparation planning which includes
 - Dates for the activity
 - Instructor(s) and their qualifications to direct this activity
 - Location
 - General Instructional/delivery strategies to be used during the activity
6. On-the-job performance verification procedures (when, who and how) or mastery verification procedures including a rationale for why mastery verification is being used instead of on-the-job performance.

V. Procedures of Advisory Council/Planning

Not required for non school system applicant

VI. Completion of Preparation

Participants must meet the following requirements in order to successfully complete the instructional phase of each PLU course or activity.

1. Attend a minimum of 10 clock hours of instruction for each PLU as verified by attendance records maintained by the instructors. No more than 10% of the total contact hours will be allowed as absences. Make-up work will be scheduled for those with excused absences. All requirements of the instructional phase must be met within two months of the program date, or the final make-up session, if required.
2. Demonstrate predetermined levels of competency as evidenced by mastery verification for each program.
3. Develop an individual plan for implementation that has been approved by the instructional staff.

VII. Procedures for On-the-Job or Mastery Verification in lieu of On the Job Assessment

On-the-Job Assessment is the primary and most desired method of assessment; however, due to the nature of the knowledge and skills acquired during some of these programs, the instructional staff is best qualified to assess and evaluate each participant's level of achievement in relation to the stated goals of the program. If Mastery Verification is selected, each program addendum will include a specific Mastery Verification Plan. The plan will include at least the following components:

1. A Rationale for selecting Mastery Verification in lieu of On-the-Job Assessment.
2. Criteria for successful mastery verification as evaluated by the instructional staff.
3. Confirmation of attendance and participation
4. A deadline for date of completion (if not completed during the activity period)

VIII. Designation of Professional Learning Program Coordinator

The Director of Business Outreach Center will be responsible for coordinating the program and will be the program contact person. The program coordinator is responsible for implementing the Professional Learning Program as stated in the Rule 160-3-3-.10 Professional Learning Unit (PLU) Program Approval and the PLU Application.

IX. Recommendation for Professional Learning Credit

Recommendation for Professional Learning credit will be made upon the satisfactory completion of the following criteria:

1. Verification by the Program Coordinator that the participant has completed the required number of contact hours.
2. Verification by the instructor that the participant has demonstrated at a predetermined level of competencies listed in the preparation phase of the training activity.
3. Verification by the instructor that the participant has successfully completed the on-the-job assessment (or mastery verification) process.

At the completion of the preparation phase, the instructor will complete a Professional learning Unit (PLU) Course Completion Form (See page 8 attached) for each participant successfully completing all requirements. The Course Completion Form shall include the four categories in which PLUs can be earned. The signatures of the instructional staff indicate both attendance for the required minimum contact hours and successful completion of the mastery verification requirements.

X. Record Keeping

All attendance and performance records will be carefully maintained by the instructors and kept by the Program Coordinator for a minimum of six (6) years. The form for documenting and verifying the recommendation for certification credit will be the Professional learning Unit (PLU) Course Completion Form.

XI. Appeals Channels

A participant desiring to appeal the recommendation of the instructor or program coordinator for certification credit may appeal the recommendation according to the following procedures.

Within one week of the final recommendation of the certification credit, the participant must notify the instructor in writing of his/her desire to appeal. With the notification, the participants must also state in writing the substantial reasons that support the appeal. The instructor and participant will schedule a meeting at which to discuss the appeal. Results of the meeting will be given to the participant in writing within one week of the meeting.

If the result of the process provided in Item 1 does not resolve the case, the participants may submit a written notification of appeal and reasons to the program coordinator who approved and verified the participant's staff and development activities, with a copy sent to the instructor. The instructor will arrange a meeting with the participant, the local system personnel and the instructor to discuss the appeal. Information will be provided for this meeting by the program coordinator and instructor. The participant will be notified in writing within one week of the meeting. A copy of this appeals process will be provided to the participants upon acceptance into the program.

Everyman University
Professional Learning Program
Application for Professional Learning Unit Credit
Prior Approval Form

Participant's Name: _____

Home Address: _____

School System: _____

Certification Type: _____ Position: _____

Date of Birth: _____ Social Security #: _____

Name of Course: _____

Check the categories for which this PLU credit applies:

- | | |
|------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Field(s) of Certification | <input type="checkbox"/> School/System/Individual Improvement Plan |
| <input type="checkbox"/> Annual Personnel Evaluation | <input type="checkbox"/> State/Federal Requirements |

Description of Course:

Location of Course: _____

Dates of Course: _____

I hereby approve this person's participation in the above named Professional Learning Unit Credit Program. I further certify that the goals and objectives of this course are consistent with the goals and improvement objectives of this school system.

**System Superintendent or
Professional Learning Coordinator**

Date of Approval

I'm not employed in a public or private school.

Signature of Participant

Date of Approval

Professional learning Unit (PLU) Course Completion Form

To document satisfactory completion of PLU courses

Participant Information

Name: _____ SS# _____

Employing System: _____

School/Worksite: _____

Course Information:

Course Title: _____

Date of Completion of all course requirements

Including assessment: _____

Total Contact Hours of the Course: _____

Number of PLU Credits: _____

Check the categories for which this PLU credit applies:

- | | |
|------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Field(s) of Certification | <input type="checkbox"/> School/System/Individual Improvement Plan |
| <input type="checkbox"/> Annual Personnel Evaluation | <input type="checkbox"/> State/Federal Requirements |

Training Agency Information:

Agency Name: Everyman University
College of Education
Business Outreach Center

Contact Person: Dr. John Doe, Director Phone: XXX.XXX.XXXX

Verifications:

Option I: Mastery Verification

Prepared Phase/Contact Hours Completed

Instructor's Signature

Date

Option II: On-The-Job Assessment

Observer's Signature

Date Assessment Completed

Form Updated July 1, 2002