

## ***Addendum to Agency Comprehensive Plan Certification Renewal Through Professional learning***

<b>Agency</b>	<b># PLUs</b>
<b>Title</b>	

The Professional learning addendum includes the following elements	Omitted	Acceptable
1. Number of actual contact hours (schedule or explanation)		
2. Improvement practice(s) to be implemented		
3. Competencies to be demonstrated with related performance indicators		
4. Preparation plans for activity: <ul style="list-style-type: none"> <li>a. Dates .....</li> <li>b. Instructor(s) with qualifications .....</li> <li>c. Location .....</li> <li>d. Strategies (ex. Lecture/demonstration, hands-on, field or group work, simulations, practicum, etc.)</li> </ul>		
5. On-the-job Assessment procedures <ul style="list-style-type: none"> <li>a. How the assessment will be conducted</li> <li>b. Who will conduct the assessment</li> <li>c. When the assessment must be completed?</li> </ul> <p style="text-align: center;">OR</p> Mastery Verification <ul style="list-style-type: none"> <li>a. Rationale for Mastery Verification</li> <li>b. How verification will be conducted</li> </ul>		

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