

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:

Responsible Office: Office of Organizational Development

Continuing Professional Development Courses for Teachers

I. PURPOSE

To provide procedures for developing and implementing a new/renewal Continuing Professional Development (CPD) course for Maryland State Department of Education (MSDE) credit.

II. BACKGROUND

CPD courses carry MSDE credit. CPD courses must be designed to maintain graduate school level standards and increase knowledge and professional competence in specific job-related areas. All CPD courses should be evaluated by local units to determine their effectiveness in meeting objectives and the ability of instructors to present the material. All local units determine the immediate and long-range needs for CPD courses for which certification and salary increase may be awarded.

III. DEFINITIONS

- A. *CPD contact person*—An MCPS employee who, in the performance of duty, undertakes the sponsorship of a CPD course, subject to the approval of the sponsoring department/office director. Primary responsibility for quality assurance for a given course rests with the CPD contact person.
- B. *CPD coordinating office*—Office of Organizational Development. The department/office that takes the responsibility for submitting CPD courses for approval through MSDE and acts as the Montgomery County Public Schools (MCPS) CPD registrar.
- C. *CPD Course*—An MSDE credit-bearing course/work-related graduate level instructional activity designed to increase knowledge and professional competence of teachers in a specific area.

- D. CPD sponsoring *office*—The department/office that takes the responsibility for identifying the need for training and for requesting a CPD course and agrees to be accountable for the development and quality control of the CPD course.

IV. PROCEDURES

A. Establishing or Renewing a CPD Course

1. The sponsoring department/office identifies a course contact person who submits the request for the development of a new CPD course or the renewal of an existing CPD course to the CPD registrar.
2. A request for the establishment of a new CPD course or the renewal of an existing course is submitted electronically to the CPD registrar by the department/office director or the CPD contact person.
3. In consultation with the CPD registrar/MSDE liaison for MCPS, the course contact person has the following responsibilities:
 - a) Assess the alignment of the course with *Our Call to Action: Pursuit of Excellence*, the strategic plan for Montgomery County Public Schools;
 - b) Determine the nature of the CPD course requirements for a specific client audience;
 - c) Develop course content/syllabus and materials;
 - d) Review existing course activities to determine applicability to needs;
 - e) Establish course priorities and a timetable for course delivery—and recommends the number of hours of instruction for the course according to the estimated time needed for participants to meet the stated objectives;
 - f) Identify a potential instructor and assess the qualifications, availability, and interest of the instructor to teach the CPD course;
 - g) Arrange for class location and class schedule;
 - h) Provide copies or relevant course materials for the CPD course to the instructor;

- i) Advertise availability of the CPD course and send invitations to targeted population as needed; and
 - j) Verify along with the instructor the participants' mastery of course objectives, attendance, and evaluate/monitor course effectiveness.
4. The information provided regarding this new/renewal CPD course includes information requested by MSDE and published by the Office of Organizational Development (OOD)/CPD unit in the most current *CPD Manual*.
5. The application for a new/renewal CPD course, along with the outline/syllabus written according to the MSDE guidelines in the *CPD Manual*, must be submitted to the OOD/CPD registrar by the following dates:
- a) By May 1 for the fall semester
 - b) By August 1 for the spring semester
 - c) By November 1 for the following summer
6. The CPD/MSDE liaison for MCPS reviews the request and informs the course contact person of necessary modifications and recommendations regarding the request and is responsible for providing advice and assistance regarding the course outline.
7. After completing the review of the request for the new/renewal course, the course outline is submitted to the associate superintendent of OOD for approval and then to the superintendent of schools for signature. The request is then forwarded to MSDE for a course approval number.
- B. Procedures for Implementing an Approved Course
1. The CPD registrar is responsible for the following:
- a) Informing the sponsoring office/contact person when course changes are needed to meet MCPS/MSDE guidelines;
 - b) Notifying the sponsoring office/contact person of course approval procedures;

- c) Advertising the course via the Professional Development Online (PDO) system and facilitating online registration for participants;
- d) Petitioning MSDE for a course number;
- e) Providing PDO training to new/existing CPD instructors as needed;
- f) Notifying the MCPS Certification Unit by providing a copy of the credit slip that has been issued to the participant upon completion of each CPD course; and
- g) Distributing to, and reviewing with all course coordinators and instructors, the *CPD Manual* stating procedures for offering a course.

2. The course contact person is responsible for the following:

- a) Submitting all necessary forms and documents to the CPD registrar by the timeframe provided in section IV.A.5 above;
- b) Arranging to purchase appropriate instructional materials for the course;
- c) Monitoring the course to assure quality of instruction, congruence with the objectives, and suitable meeting locations;
- d) Working with the instructor to solve course-related problems; and
- e) Providing instructor and course evaluations to participants (see section IV.C below).

C. Evaluating a Course

A course evaluation must be provided by the sponsoring department prior to the end of the course. Participants will complete the evaluation during the final day of the course. Evaluations can be administered electronically or as hard copies and should be collected by the instructor or CPD contact person of the sponsoring department/office. Copies of the evaluations also should be provided to OOD/CPD unit.

Regulation History: Formerly Regulation No. 440-3, July 17, 1979, revised October 1984, revised September 1985 (directory information updated); revised June 11, 2009.