

A Guide to Completing Your PRP

To successfully file a PRP, you need to complete 3 documents.

1. **Access to Records** form: This form gives the District Certification Committee permission to review your PRP and your documentation of professional renewal activities. All you have to do is **sign** and **date** it on the teacher/specialist signature line.
2. **Teacher Certification Standards Self Assessment** form: The certification regulations require a teacher self-assessment as part of the PRP process. We are now using a new form that reflects on the ten standards of teaching. Rate yourself on the 1-4 scale and submit it with your PRP.
3. The **Professional Renewal Plan (PRP)** This set of instructions covers those items that teachers frequently leave blank or complete incorrectly.

Duration of plan: (The date you submit the plan) to (the date your certification expires)

Needs Assessment Focus Areas: Just choose two of the standards that you would like to work on.

Professional Renewal Goals: Write 3 goals related to your teaching assignment or other professional responsibilities/interests. Two of the goals should be based on your needs assessment and one goal may be a personal/professional goal. Goals should be written broadly. The following stems are good ways to begin the goal:

- a. To strengthen skill in ...
- b. To develop skills in ...
- c. Enhance my knowledge of ...
- d. Acquire knowledge in ...
- e. To remain current in ...
- f. To learn and implement ...
- g. To revise and refine... (curriculum, instructional strategies...)
- h. Integrate _____ into the classroom
- i. Learn and apply _____ to the classroom

Note: Do **not** list the activities that you plan to participate in, either as part of your goals or anywhere else.

4. **Teacher Signature:** Be sure to sign and date your form before submitting to your building representative.

Final Step: Make a copy of your completed PRP and place it in your personal certification file. Submit your PRP, Access to records and Needs Assessment to your building certification representative or to Ann Meadows in the Superintendents office.