

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.

Criteria for Approval of Professional/Technical Activities For Certification

To maintain standard certification, professional/technical academic employees and the appropriate administrator must mutually develop and the chief professional/technical administrator must approve a professional development plan consistent with the provisions of WAC 131-16. The academic employee must complete the plan prior to the next 5 year cycle as a condition of employment.

The professional development plan shall identify the skill priorities for that professional/technical academic employee's professional growth. A plan to achieve the skill priorities shall be developed for each five-year cycle. The plan shall address, at a minimum, the academic employee's ability to provide student instruction, manage learning environments and develop outcomes, assessments and curricula. The plan shall require completion of no fewer than five professional development activities that support achievement of the skill priorities identified in the professional development plan. The plan shall identify each activity(s) anticipated measurable outcome. One activity may apply to multiple skill priorities. It is the responsibility of the academic faculty member to describe how the activity achieves the priority(s) and the responsibility of the chief professional/technical administrator to certify achievement.

PIU's and PDU's used for salary advancement may also qualify as activities for professional/technical certification as long as they advance the professional/technical academic employee's Professional Improvement Plan. The PIU/PDU/Activities Approval Form, however, must be indexed with the professional/technical professional development plan for the activities to count toward certification.

Index	Skill Standards	#	Suggested/Possible Activities
A	Manage Learning Environments	A1	Obtain required equipment, systems, tools, supplies, and materials
		A2	Set up instructional systems, equipment and/or tools
		A3	Maintain instructional systems, equipment and/or tools
		A4	Develop a growth and replacement plan for systems, equipment and/or tools
		A5	Supervise learning environments
		A6	Research, select, and evaluate off-campus learning environments
		A7	Evaluate and monitor the safety of the instructional areas and practices
B	Develop outcomes, assessments and curricula	B1	Identify, evaluate, and modify current outcomes
		B2	Create, evaluate, and modify curriculum
		B3	Create, evaluate, and modify assessments
		B4	Implement curriculum, outcomes, and assessments
		B5	Integrate curriculum with other faculty in the department and in other instructional areas
C	Develop and review programs	C1	Develop, review, and update program course plan
		C2	Recruit & work with advisory committee & employers to meet changing needs of the program
		C3	Identify, evaluate, and modify program outcomes and assessments
		C4	Identify and develop core and support courses
		C5	Maintain (or obtain) program accreditation
		C6	Research, identify, evaluate, and implement current industry standards and trends
		C7	Coordinate program development with other college programs and institutions
D	Provide student instruction	D1	Prepare and/or gather current instructional materials and equipment
		D2	Provide individual and group instruction
		D3	Initiate, develop, and implement student assessments
		D4	Modify instructional material & methods based on student & industry assessments and feedback

Index	Skill Standards	#	Suggested/Possible Activities
E	Provide support and guidance to students	E1	Respond to student needs
		E2	Provide information or referrals to meet student needs
		E3	Assist students with job placement
		E4	Provide academic advising
		E5	Provide career advising
		E6	Serve as student activity advisor as applicable
F	Perform administrative duties	F1	Perform documentation and record keeping duties
		F2	Record and submit student grades
		F3	Serve on departmental and college committees
		F4	Provide input for program, schedules, and college publications
		F5	Develop and manage budgets
		F6	Research and assist with writing and implementing grants and targeting financial resources
G	Create and maintain a professional environment	G1	Collaborate with college staff, faculty and students
		G2	Work with program advisory committee
		G3	Serve on department and college committees
		G4	Maintain current knowledge of the field
		G5	Participate in professional networking
		G6	Develop a professional development plan
		G7	Promote a professional instructional environment
H	Promote the program and recruit students	H1	Participate in campus and community events
		H2	Serve on high school advisory committees, Tech Prep consortia, and/or community organizations
		H3	Develop promotional plan
		H4	Provide information for prospective students
		H5	Develop and manage public relations information
		H6	Perform recruiting activities
I	Learn and adapt new technologies	I1	Obtain and maintain certification on program-specific technology
		I2	Maintain current knowledge of technology in the field
		I3	Identify, evaluate and implement emerging technologies according to industry needs
		I4	Identify, evaluate, and implement new instructional technologies
J	Perform program management functions	J1	Perform documentation and record keeping duties
		J2	Mentor, orient, and support new and part-time faculty
		J3	Develop criteria, recruit, and make recommendations regarding hiring of faculty
		J4	Manage instructional and program assistants
		J5	Develop and manage budgets
		J6	Research and assist with writing and implementing grants and targeting financial resources



PROFESSIONAL DEVELOPMENT PLAN

Name _____ Indicate One: Liberal Arts Faculty (see #1 below, only)
 Professional/Technical Faculty (see #1 & 2)
 Dually Certified Faculty (see #1 & 2)

Plan timeline FROM: _____ TO: _____

College/unit _____ Department _____

1. The Master Contract requires that Professional Improvement Units (PIUs) and Professional Development Units (PDUs) earned for advancement on the salary schedule be awarded in accordance with this professional development plan. Professional development should focus on those criteria outlined in Article XIX(5a)
2. The certification process for professional-technical academic employees includes assessing the attainment of the standards contained in the professional-technical skill standards listed on the reverse of this form, and the completion of this professional development plan.

The certification process for professional/technical faculty also requires the attainment of five (5) activities within a five (5) year period of time for the renewal of standard certification. The professional development plan identifies those skill standards and priorities for professional growth and certification. Awarded activities may also be applied separately to salary advancement (see 1. above). Professional/Technical faculty need to delineate certification activities per the instructions on the reverse of this document.

The undersigned have assessed and considered all required skill standards and have identified the following as professional growth priorities for this certification period.

a. **Academic Credit Units (describe)** _____

Outcome anticipated _____

Anticipated completion date _____

If appropriate, the skill standard(s) addressed (see index):

A	B	C	D	E	F	G	H	I	J

b. **Paid Field Work/Clinical Experience Units (describe)** _____

Outcome anticipated _____

Anticipated completion date _____

If appropriate, the skill standard(s) addressed (see index):

A	B	C	D	E	F	G	H	I	J

c. Conference, Workshop and Seminar Units (describe) _____

Outcome anticipated _____

Anticipated completion date _____

A	B	C	D	E	F	G	H	I	J

If appropriate, the skill standard(s) addressed (see index):

d. Research and Development Units (describe) _____

Outcome anticipated _____

Anticipated completion date _____

A	B	C	D	E	F	G	H	I	J

If appropriate, the skill standard(s) addressed (see index):

e. Community Service Units (describe) _____

Outcome anticipated _____

Anticipated completion date _____

A	B	C	D	E	F	G	H	I	J

If appropriate, the skill standard(s) addressed (see index):

f. Leadership Credit Units (describe) _____

Outcome anticipated _____

Anticipated completion date _____

Academic employee Date

Dean Date

Route to: chief professional/technical officer