



PROFESSIONAL DEVELOPMENT TRAINING ACTIVITY DOCUMENTATION GUIDE SHEET

The Educator Credentialing and Accreditation unit within OSSE does not approve organizations or providers to deliver professional development (PD) or continuing education training activities for the purposes of accruing clock hours needed for renewal. The acceptance or recognition of training activities is based upon the content of the training and proper documentation to support said activity. Whenever submitting documentation to demonstrate satisfactory completion of PD required for renewal, applicants must present an official transcripts or an official certificate of completion.

Organizations or providers that do not issue a transcript to verify completion of a participant’s attendance and training, shall issue a “certificate of completion” to confirm satisfactory completion of the activity. An acceptable certificate of completion and training activity must comply with the following.

A. Certificate of completion required information

- Must be on agency letterhead or bear the official seal/stamp of the training organization
- Name of training organization/provider;
- Title of training/activity for each session;
- Description or syllabus of the training/activity
- Dates of the training;
- Participant/attendee full name;
- Total number of clock hours of training delivered; and
- Bear an official signature or stamp of the official verifying completion of the training / activity and date signed.

B. Acceptable activity content shall include the following area(s):

D-1	Increases content knowledge and competence in the specific subject area of the credential	D-5	Increases knowledge of local, state, or national educational initiatives and goals
D-2	Increases effective instruction and methodologies	D-6	Improves school and community engagement
D-3	Increases school leadership strategies and skills	D-7	Increases knowledge of best practices and trends
D-4	Increases knowledge of curriculum and standards (local, state, or national)	D-8	Increases knowledge of resources and services for schools

Activity content domain table

Although, we do not pre-approve the organization or training, we reserve the right to dismiss the certificate of completion if the activity content or evidence of completion does not meet conditions for the purposes of renewing a D.C. educator credential.

C. Training activity types and documentation:

Training Activity Type		Evidence of Completion
1	Academic courses completed at a college or university	Official education transcript
2	D.C. Local Education Agency (LEA) sponsored PD trainings	School agency PD transcript or Certificate of completion
3	National education or related industry organization trainings (Teacher’s Union, AFT, ASHA, NBCC, national councils of the various teaching disciplines, etc.)	Certificate of completion or official training transcript
4	Accredited professional development providers	Certificate of completion

D. Calculation of training hours

- One (1) college or university credit is equivalent to 15 clock hours of training
- Continuing education units (CEU) not awarded by a college or university must describe the total number of clock hours of training completed by the participant. Otherwise the number of hours indicated on the certificate shall be calculated on a one hour to one hour basis. For example, 1.0 CEU shall be equivalent to 1 clock hour of training completed.

For additional questions or information, contact Educator Credentialing at OSSE.Asklicensure@dc.gov or (202) 741-5881.