Professional Development Program

Please refer to the PDP web page, http://www.madonna.edu/PDP, for details on Madonna University's PDP opportunities. You will find that the answers to most of your general questions are located on the FAQs page! Basic program information is located on page two of this document.

For workshops, courses, and other trainings which are offered by external organizations in partnership with our University, please refer to the index below, to learn more about pertinent forms and information necessary for your specific need.

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College of Education/Education Division:

Madonna University's College of Education is nationally accredited through CAEP (Council for the Accreditation of Educator Preparation).

Graduate Credit Inquiries:

If you have any questions, please feel free to contact our Professional Development Program staff at Madonna University.

PDP Coordinator: Leisa Carzon, Ph.D.
Phone: 734-432-5483
Fax: 734.432.5504
Website: www.madonna.edu/PDP
Non-Degree Graduate Credit Email: pdp@madonna.edu
SCECHs Email: scech@madonna.edu

Credit vs. SCECHs?

Graduate Credit	Michigan SCECHs
Used for teacher certificate renewals; Salary step increases in some districts	Used for teacher certificate renewals
Valid nationally	Valid in Michigan
Requires reflective follow up paper (or alternate work product)	Requires sign-in/out at all sessions
15 contact hours* = 1 non-degree graduate credit	15 contact hours* = 15 SCECHs
90 contact hours* req'd to earn 6 credits for certificate renewal	150 contact hours* req'd to earn 150 SCECHs for certificate renewal
approx. $150 per graduate credit	approx. $20 per SCECH event

*Contact hours are defined as *actual seat time*, in the presence of a facilitator. **Lunches and breaks do not count toward these hours.**

Professional Development Registration:

To register for a PDP course, you have two choices:

1) Visit our website (www.madonna.edu/PDP) and follow the "PDP Online Registration" link. You may use the credit card (service fee charged) or e-check option for payment.

2) Visit our website (www.madonna.edu/PDP) and download our "Printable PDP Registration Form." You can mail this form back to our office along with a check or money order.

Full payment is due at the time of registration

*This program has a **NO REFUND** policy.*

1 Non-Degree Graduate Credit = 15 Contact Hours = $150.00 **

(**Please note: In some instances, tuition may vary. When the tuition is different from our standard rate, it is noted in the description details for that specific offering.)

Assignment Requirements:

The required coursework, our "Assignment Template and Grading Rubric," is located on our website at www.madonna.edu/PDP under "PDP Forms."

Required Paper Length:

1 Grad. Credit	15 Contact Hours	3-5 Pages
2 Grad. Credits	30 Contact Hours	6-10 Pages
3 Grad. Credits	45 Contact Hours	12-20 Pages

*Please note: PDP courses are graded on a pass/fail system. If you are in need of a letter grade, please submit this request to our office prior to submitting your required coursework.

Assignment Submission:

Please submit your "Assignment Template and Grading Rubric" (cover sheet, hours log or certificate of completion, summary, essay, and any other required materials as a hard copy to the PDP staff at Madonna University. Our mailing address is:

Madonna University
Education Division –
PDP Attn: Leisa Carzon
36600 Schoolcraft Rd
Livonia, MI 48150

*Please note: It takes approximately 1-2 weeks from the time we receive your paper for your credit to be posted to your transcript. Once your credit has been posted, you will be notified via email. Instructions on how to access official and non-official transcripts will be provided as well.

Assignment Deadlines:

You will have two university semesters to collect the required hours and complete your work. Therefore, you should adhere to the following schedule for work submissions:

Fall Courses	End of Semester: December 1	Submit Paper by: April 1
Winter Courses	End of Semester: April 1	Submit Paper by: August 1
Spring/Summer Courses	End of Semester: August 1	Submit Paper by: December 1

*Please note: After two semesters, an F grade will be posted for your course if our office has not received the required coursework. The only exception is if we received a request for an extension at pdp@madonna.edu.

What Counts:

Type of Training	Does it Count for the PD Program?	Reason
Staff Meetings/PLCs	Varies	Each building and district determines their own PLC guidelines and schedules
Local, State or National Conferences that relate to your field or position	Yes	n/a
Preparation and planning time needed to implement REQUIRED new curriculum or textbooks	No	Required as part of the terms of employment
Whole School In-services	Usually No	Required as part of the terms of employment - unless waiver form signed by supervisor (principal, superintendent)
Workshops or seminars offered by your local ISD that relate to your field or position	Yes	n/a
Mentoring	No	The training must be new knowledge that you obtain from an instructor or facilitator
Renewal of job-required certifications (e.g. CPR, First Aid, Water Safety)	No	Required as part of the terms of employment
Cooking class	Usually No	Only if you are a Consumer Sciences/Home Economics teacher and you will be implementing the knowledge learned in your classroom - then it would count
Online class or training	Varies	Only online training through one of our approved partners is accepted for credit
Time Spent Reading (homework, a book for a book study, etc…)	No	Considered "homework" which is not part of contact hours
Enrichment class that is not directly related to your field of instruction	No	Does not contribute to your professional development

Presenting at a conference	Yes/No	The time spent in preparation for presenting does not count. The actual contact hours you spend presenting do count.

MADONNA UNIVERSITY – WORKSHOPS AND CLASSES

On Campus Workshops and Classes:

Livonia, Michigan

Please contact us at pdp@madonna.edu or 734-432-5697 for a complete listing of the current

semester's workshop offerings.

ASCD – ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

You may earn graduate credit by participating in ASCD's online classes, onsite training sessions, and conferences. Complete information on program offerings can be found on ASCD's site: http://www.ascd.org/professional_development.aspx.

One graduate credit may be earned for every 15 hours of professional development training. You may combine different training sessions and topics to obtain the 15 hours. For example, if you attend a one-day workshop, you can add those training hours to other PD time you attend, until you reach the 15 hours necessary for the 1 graduate credit. The PDP graduate credit requires a reflective summary paper about the experience. The template for the paper, the "Assignment Template and Grading Rubric" is located on our website, http://www.madonna.edu/pdp, under "PDP Forms." Please see "Basic Program Information" for paper length requirements and due dates.

To register, go to our website: http://www.madonna.edu/pdp. You must register within 2 weeks of completing your professional development hours. Please contact our office for the best course number to use when registering, which is dependent on the current University semester.

ED2GO – EDUCATION TO GO

Education to Go (ed2go) offers 6-week, online courses for educators with convenient monthly start dates. Michigan teachers who take these online courses have the option of using these contact hours towards either SCECHs **or** non-degree graduate credit. Educators in states besides Michigan may apply for non-degree graduate credit only.

ed2go for *Graduate Credit ONLY* Instructions:

Each ed2go online class is worth 24 contact hours of training. A graduate credit requires 15 contact hours. Therefore, one online class earns one non-degree graduate credit. The nine remaining contact hours can be kept on file to be applied to a future credit with the PDP program.

Step One

- Register and pay for the online ed2go course(s) of your choice at our partnership website (http://www.ed2go.com/musbceu) only. Payment is online only and you will need to create a user name and password as part of the enrollment and orientation process. (Note: If you register for more than one class, you must complete an online enrollment and orientation for each. More than one course can be taken at a time - same start date.)

Step Two

- Register and pay for the related Madonna University PDP non-degree graduate credit within 2 weeks of beginning the ed2go online course.
- PDP tuition is $150 per credit - this is separate from your ed2go class registration fees.
- Please contact our office for the best course number to use when registering, which is dependent on the current University semester.
- Register/pay online or by mail by visiting www.madonna.edu/PDP. For registration/ payment steps, please refer to the "Basic Program Information" section of this document.

Step Three

- Complete the online ed2go class(es), completing the final exam and printing your ed2go certificate of completion.

Step Four

- Download the "Assignment Template and Grading Rubric" from our website (http:// www.madonna.edu/pdp) under "PDP Forms." Please see "Basic Program Information" for paper length requirements and due dates.

Step Five

- Mail your completed PDP assignment template coursework to our office for processing. Please include your printed ed2go certificate(s) of completion in lieu of an hours log. Please see "Basic Program Information" for our mailing address and program resources.

ed2go *Michigan SCECHs ONLY* instructions:

Each ed2go online class found at www.ed2go.com/musbceu is approved by the Michigan State Board of Education for 24 SCECHs. To receive your SCECHs, the following steps must be completed. Failure to complete any of these requirements may forfeit your SCECHs.

Step One: Register and pay for the online ed2go course(s) of your choice at http://www.ed2go.com/musbceu/.

- You will need to create a user name and password as part of the enrollment and orientation process. (Note: If you register for more than one class, you must complete online enrollment and orientation for each course.)

Step Two: Print orientation information for reference to your class, instructor and course materials.

- A link to your orientation information is in the "Getting Started with your Online Course" email.
- Your course enrollment will be verified by the Professional Development Program Office during regular business hours. Access to the classroom will be granted once you've met the above requirements.

Step Three: Inform the Professional Development Program Coordinator that you are taking this course for SCECHs by sending an email to SCECH@madonna.edu **PRIOR TO** beginning your ed2go class.

- You will receive an email reply containing an SCECH Registration Application and step-by-step instructions.
- You must have these documents prior to starting your ed2go course.

Step Four: Complete the course in its entirety, earn a score of 80% or better on the final exam, and print a copy of your ed2go Certificate of Completion.

Step Five: Submit your SCECHs Registration Application, $20 SCECHs fee (may be remitted in the form of a check or money order made payable to "Madonna University"), and a copy of your ed2go certificate of completion via mail, **within two weeks of the final exam being released**.

- Please see the "Basic Program Information" section for our mailing address.

Step Six: *You **MUST** hold a MDE certificate and have a PIC (Personal Identification Code) with the State of Michigan in order for your SCECHs to be recorded and tracked.*

- Visit https://www.michigan.gov/mde/0,4615,7-140-5683_57223---,00.html to be sure you have a SCR Account with your correct name, address, and email address. If you do not have an account, create one.
- The state uses your email address to identify each SCR Account. Therefore, please be sure to be consistent with the email address you use to register with the state, and the email address you provide to us.

Your email address MUST match in order for your SCECHs to be recorded.

Step Seven: The Professional Development Program Coordinator will submit your name and SCECHs to the Michigan Department of Education's (MDE) Secure Central Registry (SCR).

- The MDE will email you information on completing a course evaluation. The evaluation must be completed in order for your SCECHs to be released into your account.

GESELL INSTITUTE

We have partnered with the Gesell Institute to provide graduate credit for participants of the Gesell Developmental Observation Workshops. Information about the Gesell programs and the most current listing of training locations is located on the Gesell Institute web site: http://gesellinstitute.org/.

Participants in the Gesell workshops may earn one graduate credit for attending the 3-day training sessions and writing a reflective summary paper about the experience. The template for the paper is located on our website at http://www.madonna.edu/pdp under "PDP Forms." Please see "Basic Program Information" for paper length requirements and due dates.

You must register within 2 weeks of the Gesell workshop. To register, go to our website: http://www.madonna.edu/pdp. The course information is as follows:

For the 2 1/2 - 6 yr old program: *Gesell Developmental Workshop Early I* - EDU 5860.71

For the 6 - 9 yr old program: *Gesell Developmental Workshop Middle I* - EDU 5860.70

ICT/ICAT – INSTRUCTIONAL CONSULTATION TEAMS

If you are interested in obtaining Graduate Credit for the upcoming ICT training sessions in Michigan school districts, please follow the steps below. If you live outside of Michigan and are attending the training through ICAT Resources, please contact ICAT directly at: http://icatresources.com/. You will work through ICAT to submit required documents.

Step One

Registration

- You must register within 2 weeks of the beginning your ICT training hours. To register, go to our website: http://www.madonna.edu/pdp. You will need to register for Fall, Winter and Spring/Summer semesters separately. You are expected to register when you begin the accrual of your ICT hours, not after you have completed the work.
- The course numbers for the current semester are: ICT I - EDU 5860.39, ICT II - EDU 5860.53, and ICT III - EDU 5860.67. The first time you register for PDP-ICT credit you would use ICT I, the second time you would use ICT II, and the third time you would use ICT III.
- Fifteen clock hours equals one hour of graduate credit. You may decide how many hours you want to register for based on the amount of contact time you estimate you will attend.

Step Two

Assignment

- Please note that the Madonna PDP assignment that is required for our standard courses is waived in lieu of the ICT-specific assignment as described below. You do not need to complete the Madonna PDP assignment in addition to the items listed below.
- To receive graduate credit you must choose one of the options below. A Time Log Sheet is required for either option. As a guideline, you should submit approximately three to five pages per credit hour. You should also include research documentation from which this work was based upon (i.e. Todd & Sylvia's book, Instructional Match learning principle citations from your poster, etc.).

Options

- Training buddy: You will take a case and type a summary of your experience, using the template at the end of this document. Length will depend upon how many credits for which you are registered. Please include a copy of the Student Documentation Form, as well as any CBA/Instructional Assessment notes.
- Team members: You will need to complete a case if you are a skilled case manager or conduct practice Instructional Assessments, as well as Reading Strategies. Please do more than one snapshot with a student and practice the trial teaching of a strategy in the Reading Dimension that you think you will need to focus on for your instruction.
- One credit = please do three Instructional Assessments, with Reading Strategies; Two credits = please do six Instructional Assessments, with Reading Strategies; Three credits = please do nine Instructional Assessments, with Reading Strategies.
- All forms and templates will be emailed to you upon request. Once you have registered for your ICT graduate credit, send an email to pdp@madonna.edu to notify us that you need copies of the Case Review Template, Instructional Assessments Template, and our PDP Assignment Cover Sheet and Hours Tally Sheet.

Step Three

- You will need to mail your work to our department. Please see "Basic Program Information" for paper requirements, due dates, and our mailing address.

READING APPRENTICESHIP - RAISE

Non-degree graduate credit is available for educators participating in the WestEd professional development offerings. Please email us at PDP@madonna.edu for a copy of your course-specific information flyer and assignment template. Please indicate which WestEd offering you are participating in.

To register, visit: https://ww4.madonna.edu/mucfweb/ssl_forms/PDPPartner/clients/MainForm.cfm

For your reference, the various WestEd partnership courses are listed below:

RAISE: English-Language Arts (EDU 5862.16; 1 to 6 credits possible)
RAISE: Biology (EDU 5862.17; 1-6 credits possible)
RAISE: US History (EDU 5862.18; 1-6 credits possible)

RAISE: School-Based Implementation (5862.52; 1-6 credits possible)
RAISE: Institute (EDU 5862.72; 1-6 credits possible)

Reading Apprenticeship Academic Literacy (RAAL) (EDU 5863.04; 1-6 credits possible)
Reading Apprenticeship – Administrator (EDU 5863.06; 1-2 credits possible)
Reading Apprenticeship Site-Based Training (EDU 5863.65; 1-2 credits possible)

Leadership in Reading Apprenticeship (LIRA) (EDU 5863.07; 1-3 credits possible)
Leadership in Reading Apprenticeship (LIRA) – II (EDU 5863.08; 1-3 credits possible)

iRAISE: Internet-Based RA Improving Science Education (EDU 5863.66; 1-4 credits possible)
RA: Writing Connections (EDU 5864.13; 1-6 credits possible)

Writing Connections Implementation (5864.14; 1-6 credits possible))
Writing Connections Institute (EDU 5864.15; 1-6 credits possible)

Reading Apprenticeship I (EDU 5860.26; 1 credit possible)
Reading Apprenticeship II (EDU 5860.80; 2 credits possible)
Reading Apprenticeship III (EDU 5861.34; 1-6 credits possible)

RAAD: Reading Apprenticeship Across the Disciplines (EDU 5864.75; 1-3 credits possible)

SETDI: Supporting Effective Teacher Development w/ Disciplinary Discourse (EDU 5865.45; 1-3 credits possible)

SDE – STAFF DEVELOPMENT FOR EDUCATORS

Michigan teachers have the option of applying for SCECHs **or** graduate credit for SDE's training seminars, conferences, and online classes. Educators in other states may apply only for graduate credit for the SDE offerings. Complete information on program offerings can be found at: http://www.sde.com/.

SDE Seminars and Conferences at Your Location (not online classes):

SCECHs – Michigan Only:

Michigan SCECHs are available for _pre-approved offerings_. Details on Michigan SCECHs will be distributed by SDE's representative at the actual training program.

Graduate Credit:

- Participants in the SDE professional development seminars and conferences may earn graduate credit for attending the sessions and writing a reflective paper about the experience. The template for the paper is located on our website, http://www.madonna.edu/pdp, under "PDP Forms."
- One graduate credit may be earned for every 15 contact hours of professional development training. You may combine different training sessions and topics to obtain the 15 hours. For example, if you attend a one-day SDE workshop (generally about 5 contact hours of training), you can add those training hours to other PD time you attend to reach the 15 hours necessary for the one graduate credit. A reflective essay is required describing how you might apply the knowledge in your work position.
- You must submit a copy of your SDE certificate of completion, along with your reflective essay, to the Madonna PDP office to receive credit. Please "Basic Program Information" for paper requirements, due dates, and our mailing address.
- To register for graduate credit, go to our website: http://www.madonna.edu/pdp. Please contact our office for the best course number to use when registering, which is dependent on the current University semester.

*SDE Online Classes:

Graduate Credit:

Each SDE class is 24 hours of training. A graduate credit requires 15 contact hours. Therefore, one online class earns one academic credit. The nine remaining contact hours can be applied to a future course, if you choose to do so.

Step One

- Register and pay for the online SDE course(s) of your choice on their website (http://www.sde.com) only. Payment is online only and you will need to create a user name and password as part of the enrollment and orientation process. (Note: If you register for more than one class, you must complete an online enrollment and orientation for each.)

Step Two

- Register and Pay for Your Madonna University PDP Graduate Credit within 2 weeks of beginning the SDE online course. PDP tuition is $150 per credit - this is separate from your SDE class registration fees.
- Registration form: http://www.madonna.edu/pdp. Please contact our office for the best course number to use when registering, which is dependent on the current University semester.

Step Three

- Complete the online class(es), completing the final exam, and printing the SDE certificate of completion.

Step Four

- Download the "Assignment Template and Grading Rubric" from our website (http://www.madonna.edu/pdp) under "PDP Forms." Please see "Basic Program Information" for paper length requirements and due dates.

Step Five

- Mail your completed PDP assignment template coursework to our office for processing. Please include your printed SDE certificate(s) of completion in lieu of an hours log. Please see "Basic Program Information" for paper requirements, due dates, and our mailing address.