

DELAWARE PROFESSIONAL STANDARDS BOARD

The Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901

INSTRUCTIONS FOR THE REAUTHORIZATION OF AN APPROVED PROFESSIONAL DEVELOPMENT CLUSTER APPLICATION

The original Provider may apply for the reauthorization of its approved professional development cluster.

Procedures for the reauthorization of a previously approved cluster are as follows:

1. Complete the current **Application for Reauthorization**, as found on: www.doe.k12.de.us/psb.
2. Complete the **Cluster Reauthorization Justification**. The Professional Standards Board and the State Board of Education encourage Providers to indicate in their *Justification* current best practices, research and/or new instructional technologies.
3. Upon receipt, the Professional Standards Board's Executive Director will forward the application to the Professional Development and Associated Compensation Committee, which will review the application.
4. Upon its consent, the **Application for Reauthorization** will be forwarded by the Committee to the Professional Standards Board for formal approval.
5. Upon approval by the Professional Standards Board, applications will be forwarded to the State Board of Education for action.
6. Upon approval by the State Board of Education, applications will be forwarded to the Delaware Office of Management and Budget (OMB) for the appropriation of funds.
7. Upon appropriation by the OMB, (see the dates below), the provider will receive written notification that reauthorizes the updated professional development cluster for an additional period of five years.

NOTE: As of June 30, 2007, the OMB now appropriates funds three times a year for professional development clusters; **April 1, August 1, and December 1**. Cluster providers are encouraged to note these dates and the timelines in the months prior in order to be able to deliver their cluster at their intended time.

Please mail or E-mail the completed **Application for Reauthorization** and attachments to:

Mr. Charlie Michels, Executive Director
Delaware Professional Standards Board
The Townsend Building
401 Federal St., Suite 2
Dover, DE 19901
cmichels@doe.k12.de.us.

Questions regarding the reauthorization of an approved cluster may be directed to Mr. Michels: 302-735-4016 or cmichels@doe.k12.de.us.

Cluster Reauthorization ~ *Helpful Hints*

Please note that the following are components that may require some attention on the **Application for Reauthorization** and/or the **Cluster Reauthorization Justification**.

1. 100% attendance of all cluster participants throughout the duration of the cluster is expected by the Professional Standards Board and the State Board of Education. Including attendance in the rubric for the evaluation of participants is not acceptable.
2. On an evaluation rubric, be sure to indicate the total score necessary to be successful. The Committee generally will not accept scores of 0, 1 or 2 on a 0-4 rubric. Indicate the minimum acceptable score for any evaluated area.
3. There is an expectation that participants will spend a maximum of 12 hours overall during a 90 hour cluster during scheduled instructional school days. Clusters instruction/application/reflection is not to take place during a building or district/charter school professional development day.
4. Be sure to find an appropriate balance among instruction, application, reflection and homework hours. More than two thirds of the hours spent in instruction raises a reviewer's eyebrows!
5. With the onset on more *eLearning* and/or online courses, the Committee's expectations are that the initial cluster session will be face to face, in addition to the closure class at the cluster's conclusion. This should facilitate more sharing opportunities and the extension of *Communities of Learners*.
6. In the **Application for Reauthorization**, be sure to answer the questions about cohorts/sections and times per year in accurate, finite numbers. The PSB, SBE and the OMB will hold providers to these numbers. Participants above and beyond the approved numbers will be excluded from salary supplements.
7. The hours presented in current Question 9 and the schedule must match those presented in Appendix A.
 - a. Be sure to list hours in:
 - i. Instruction
 - ii. Application
 - iii. Reflection/Reading
 - iv. and/or Outside assignments *** See the example on the following page ***
8. All successful participants are now expected to complete the ***Cluster Professional Development Evaluation Form*** at the conclusion of the cluster. These evaluations will be found online within the cluster's section in the new *Professional Development Management System* (PDMS).

SAMPLE SCHEDULE

Topic	Instruction	Application	Reflection	Number of Hours
Cluster Orientation	4.0			4.0
Smithsonian Trip Including: <ul style="list-style-type: none"> • Learning Through Objects (14.0 hours Seminar) • Analysis of Exhibits (7.0 hours Seminar) • 	15.0	6.0		21.0
Teacher Partnership with Local Museum	7.0	4.0		11.0
Backward Design	6.0	1.0		7.0
Orientation to Delaware Recommended Curriculum	6.0	1.0		7.0
Smithsonian: Creating Classroom Collections (7.0 hours)	4.0	3.0		7.0
Virtual Collections	10.0	4.0		14.0
Classroom Application		12.0		12.0
Unit Development, Reflection and Portfolio Creation		5.0	12.0	17.0
Museum Showcase/ Teacher Sharing		6.0		6.0
	52.0	42.0	12.0	Total: 106.0

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(Cover Page)

**APPLICATION FOR THE REAUTHORIZATION OF AN APPROVED
PROFESSIONAL DEVELOPMENT CLUSTER**

Title of Original Cluster, as approved: _____

Salary Supplement Percentage of Original Cluster: _____ %

Original Cluster Termination Date: _____

Original Contact Person / Provider: _____

Current Contact Person/Provider: _____ E-mail: _____

Audience: *(Specify curricular area and grade level. Specify teacher, type of specialist or administrator, and clarify 'other')*

Maximum Number of Participants in each future section/cohort: _____

Maximum Number of Times per year cluster will be offered: _____

Under what conditions, if any, may this reauthorized cluster be replicated by other providers?

'Attach' any changes that have been made to the original application.

Applicant's Name

Date

Applicant's e-mail

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Cluster Reauthorization Justification

Within the space below, the Provider will present the justification for the reauthorization of the cluster. The justification should include the perceived need for the cluster's reauthorization, the adherence to current best practice and research, and the connections to district Strategic Plans, School Success Plans and/or Delaware's Recommended Curriculum. Evidence and/or data collected from past participants is required to show how the knowledge and skills attained by participants had and will continue to have a positive impact on student learning.

Be sure to include/attach an updated schedule of activities.