

AUTHORITY: Section 380.1526  
of [Public Act 289, 1995](#)

Michigan Department of Education  
OFFICE OF PROFESSIONAL PREPARATION SERVICES  
P.O. Box 30008, Lansing, Michigan 48909

## ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT PROVIDED TO BEGINNING TEACHERS

GENERAL INSTRUCTIONS: Section 380.1526 of Michigan's Revised School Code requires school districts to provide fifteen days of professional development to new teachers across the first three years of their employment (aligned with the individual development plan and mentor's advice). This information should be collected annually for each beginning teacher, then signed and dated by the building principal, or individual with school district authority for professional development, to show district compliance with Section 1526 of the School Code. Each year, data from this form should be entered in the Registry of Educational Personnel (REP) by the district. A copy of this form should be kept in the school district personnel file (in case of a REP audit). A final, signed copy should be provided to the teacher for his/her personal record (in case of employer change within the first three years). Documentation of this information must be completed for each of a teacher's first three (3) years. ***DO NOT return this form to the Michigan Department of Education.***

Name of Teacher \_\_\_\_\_ School Year \_\_\_\_\_

Name of School District Where Employed \_\_\_\_\_

Name of School Building Where Assigned \_\_\_\_\_

Number of years as a Teacher (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) \_\_\_\_\_ School Year Hired as a First Year Teacher \_\_\_\_\_ Number of Years with Current School District \_\_\_\_\_

Date the Individual Development Plan was Initiated/Updated \_\_\_\_\_

Name of Mentor Assigned for the Current Year \_\_\_\_\_

Mentor's POSITION/STATUS (teacher, university faculty, retired teacher) \_\_\_\_\_

Mentor's EMPLOYER \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	* Registry of Educational Personnel (REP) Category #1 OR #2 (#1 for Classroom Management, #2 for Instructional Delivery) (see definition on Page 2)	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS PROVIDED

**DO NOT RETURN THIS FORM TO THE MICHIGAN DEPARTMENT OF EDUCATION  
THIS COMPLETED FORM IS TO BE SUBMITTED NO LATER THAN JUNE 15 TO THE CENTRAL  
ADMINISTRATION OFFICE TO BE KEPT IN TEACHER'S PERSONNEL FILE**

**PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES (cont'd)**

DATE	* Registry of Educational Personnel (REP) Category #1 OR #2 (#1 for Classroom Management, #2 for Instructional Delivery) (see definition on Page 2)	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS PROVIDED

Signature of Principal/District Designee: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

\* **Classroom Management PD:** Professional Development focused on engaging students, norms for social interaction, student, parent, and community communications, or peer coaching.

\* **Instructional Delivery PD:** Professional Development focused on growth/assessment strategies, best practices, differentiating instruction, remediation and/or extension, or designing effective lessons.

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