

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

**SAMPLE 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 form is a SAMPLE of information that 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. *This form is a SAMPLE worksheet to be completed and retained by the school district. 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 (1st, 2nd or 3rd) _____ School Year Hired _____ 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)	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS PROVIDED
8/28-29	#1 Classroom Management	Understanding Poverty	Engaging Students	12

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Signature of Principal/District Designee: _____

Title: _____

Signature of Teacher: _____

Date: _____