Professional Development Activity Flowchart
For Instructional Staff

Professional Development includes activities that contribute to student success. Ultimately, the local program administrator is responsible for deciding what qualifies as Professional Development as referred to in the local program’s program improvement plan and its RFP. The following flowchart provides some guidelines for deciding whether an activity qualifies as a “Professional Development Activity”. See narrative for further explanation and examples.

1. Can this activity be documented? (Documentation and/or process needed to verify activity is a local program decision.)
   - Yes
   - No

2. Can the activity be considered personal enrichment (stress relief, exercise and nutrition, crafting, time management, etc.)?
   - Yes
   - No

   More information is necessary.

3. Is the activity delivered by the Service Center Network?
   - Yes
   - No

4. Is the activity applicable to what you do as a teacher (reading strategies, retention, etc.)?
   - Yes
   - No

5. Is the activity presented by local program personnel?
   - Yes
   - No

6. Does the activity pertain specifically to your local program’s recordkeeping (necessary paperwork, guidelines, etc.)?
   - Yes
   - No

7. Is the activity aligned with the goals of your local program’s funding sources provided through ICCB?
   - Yes
   - No

This is a “Professional Development Activity”.

More information is necessary.