

Portfolios Made Easy

(Some Assembly Require)

*Assembled for the Professional Staff
Of Rutland Public Schools
by the
Rutland City Local Standards Board*

MAKE A TITLE PAGE

Create a Title Page that contains the following personal information:

Name:

Date:

Teaching Position:

Current License Period: (The one ending with this portfolio.)

Endorsement(s): Name and Number (Copy it from your license application.)

Example:

Ima Teacher

February 14, 2010

Teaching Position: Rutland Intermediate School Library/Media Specialist

Current License Period: 07/01/2003 ó 06/30/2010

Endorsement: Level II K-12 Library Media 3-61

YOUR LICENSE RENEWAL FORM GOES HERE

Place your completed original Educator License Renewal Form from the State Department of Education here. If there have been any changes to your name or address please fill in box or you may not get your license in a timely manner. Fill in Professional Development Activities section. You do not need to send pink copies of activity forms. Fill in employment history during this re-licensure period. (Use codes under that section.) Sign and date it. **DO NOT FILL IN BOXES – BOARD CHAIR DOES THAT.** If you have any questions about how to complete your form, ask your Standards Board Building Representative.

DO NOT INCLUDE THE PINK FORM OR YOUR CHECK WITH YOUR PORTFOLIO. YOU WILL SEND THESE IN TO THE STATE WITH THE SIGNED ORIGINAL LICENSE RENEWAL FORM THAT WILL BE RETURNED TO YOU AFTER YOUR PORTFOLIO AND IPDP ARE APPROVED.

**IF YOU ARE DROPPING AN ENDORSEMENT
PLACE COMPLETED BLUE FORM AFTER
LICENSE RENEWAL FORM**

MAKE A TABLE OF CONTENTS

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Copy of Current License	Page #
Current IPDP	Page #
Documentation of Nine Credits Signed activity forms with documentation attached (grade reports, transcript, time logs)	Page #s
Reflective Essay	Page #
New IPDP	Page #

**PUT A COPY OF YOUR CURRENT
TEACHING LICENSE HERE**

This is the current license that is about to expire.

PUT CURRENT IPDP HERE

Place a copy of your current IPDP (Individual Professional Development Plan) here ó the one that has been guiding your professional development the last 7 years.

REMEMBER----REMEMBER----REMEMBER

The Professional Activities you submit are intended to support the IPDP goals you wrote years ago, including any amendments you may have made. Make sure the IPDP includes any of those amendments.

PLACE EVIDENCE OF NINE (9) RECERTIFICATION CREDITS HERE

As evidence, provide copies of Activity Forms with final approval of board indicating credits received. These are the forms you have been sending to the RCSB for the last seven years for approval of coursework, workshops, etc. A minimum of nine (9) re-licensure credits are required for each endorsement area you intend to renew. Certain professional development activities may apply to more than one endorsement. **However, at least three re-licensure credits must address the specific content knowledge and performance standards of each endorsement recommended for renewal. Credits may overlap endorsement areas. Example – credits in Health towards P.E. Non-Example – credits in Art towards Science.**

DO NOT INCLUDE MORE DOCUMENTATION THAN YOU NEED. PORTFOLIO SIZE IS NOT THE OBJECTIVE. NINE CREDITS PER ENDORSEMENT AREA ARE ALL YOU NEED TO INCLUDE. IF YOU HAVE MORE THAN NINE SELECT THE CREDITS THAT BEST REPRESENT COMPLETION OF YOUR CURRENT IPDP GOALS.

*Precede all the Activity Forms and documentation with the Credit Summary Sheet which summarizes all your recertification credits.

You may have participated in professional development activities that may not directly relate to your IPDP goals but address the Five Standards: Knowledge, Performance, Collegueship, Advocacy, and Accountability. If so they should be included here with appropriate documentation.

YOUR REFLECTIVE ESSAY GOES HERE

The state requires you write a Reflective Essay which documents professional growth over the last seven years pursuant to your current IPDP goals. The essay should not be more than one page and must contain the following components:

1. It must reflect upon your new learning and how the learning impacted your professional practice.
2. It must reflect upon how changes in your professional practice impacted student performance.
3. It must provide a link between your individual professional development goals (IPDP) and activities, and school action plan (or improvement initiatives).
4. It must demonstrate growth in each of the Five Standards for Vermont Educators, (aka ó old apple book) which include:
 - a. Learning
 - b. Professional Knowledge
 - c. Collegueship
 - d. Advocacy
 - e. Accountability

YOUR BRAND NEW IPDP FOR THE NEXT RELICENSURE PERIOD GOES HER

Key Points:

1. You must have a minimum of 2-3 IPDP goals which collaboratively address you endorsement(s) and all five (5) Educator Standards.
2. Remember that every Professional Development Activity that you submit for re-licensure credit later will have to relate to one or more of your IPDP goals. Write you goals in such a way that the activities you will probably engage in over the next seven years will, in fact, align with the goals you are writing here.
3. Keep a copy of your IPDP in a safe place. Familiarize yourself with it often to help you plan for your next re-licensure period.
4. Don't be afraid to amend your IPDP to fit your changing situation over the next re-licensure period. Generally, it is better to consider adding, not deleting goals.