

# **Professional Development Binder Sections**

## **Section 1: Introduction**

Introductory Letter  
School Calendar  
Frequently Asked Questions

## **Section 2: Documentation of Professional Learning Process**

Document of Professional Learning

## **Section 3: Professional Development Binder Documents**

### ***Sample of appendices A-D***

Professional Development Binder Rubric  
Individual Professional Growth Plan  
Professional Development Activity /Workshop Self-Reflection  
Individual Additional Activities Log  
Somersworth Staff Development Request for Funding  
Tuition Pre-Payment & Reimbursement  
Three-year Professional Development Binder Reflection  
BLC Portfolio Review Log

## **Section 4: NH Department of Education Credential Renewal Information**

Re-Certification Information  
DOE EIS tip  
Log in steps

## **Section 5: Your Completed Professional Development Binder Documents**