

Tracking Professional Development Points for License Renewal

*Steps for tracking and uploading PDP documentation
Using the Frontline Education App*

Professional Development Points(PDPs)

Participating in high quality professional opportunities is critical to supporting your growth and obtaining the necessary points towards renewing your teaching license.

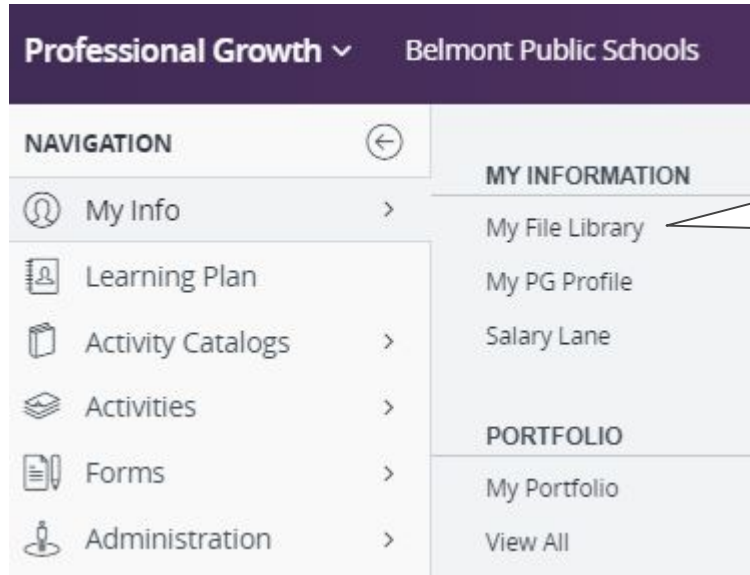
The following slides provide instructions on how to use the Frontline Education app to help you keep track of all of the professional development activities and the Professional Development Points that you earn so you can easily provide the documentation required for license renewal.

[Click here for DESE Recertification Guidelines](#)

[Click here for DESE Professional Development Point \(PDP\) Eligibility FAQs](#)



Steps to Track Your PDPs in Frontline



After you have completed a Professional Development Activity:

STEP 1:

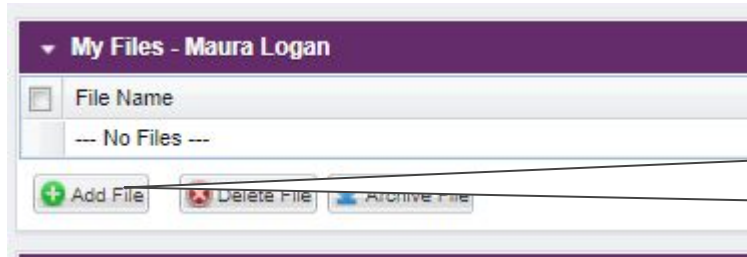
Scan any course information or documentation

STEP 2:

Log into your Frontline account

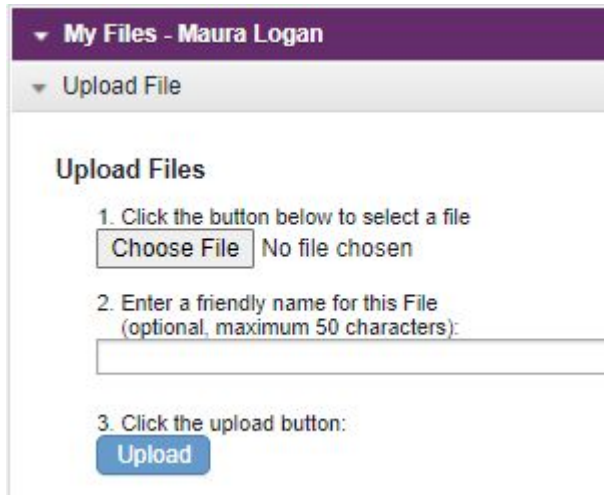
Go to My Info > My File Library on the left navigation

Steps to Track Your PDPs in Frontline



STEP 3:

In My Files > Click the Add File button to activate the Upload menu and upload your documentation.



Steps to Track Your PDPs



Step 4:

Once your documentation is uploaded, select Forms from the left navigation menu and select the Professional Development Activity Form

Steps to Track Your PDPs

Professional Development Activity Form

Use this form to track PDPs for activities that will lead or apply to license renewal within a given 5-year cycle.

Please refer to the [Licensure Information link](#) and the [DESE Re-Certification Guide](#) located on the Professional Development page of the BPS website or the

Activity/Workshop Form Details

This section contains information about the Activity/Workshop Form

Activity/Workshop Title:

Activity/Workshop Format:

Activity/Workshop Summary or Description:

URL for Description:

Dates/Times/Locations(Destination)

of Meetings:

Step 5:
Complete the form with the necessary information

Please note:
PDPs will be labelled as "Hours" on your Portfolio

PDP Hours

Enter the number of PDP Hours you are seeking for this activity

PDP Hours:

Purpose(s)

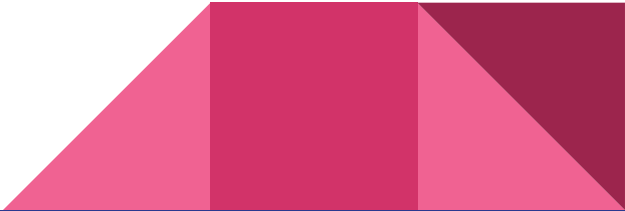
Select a Purpose:

Attach File

Check for this submission:

Finish

Step 5, continued:
The uploaded course documentation from My Files will appear in the Attach File section of the form and can be selected to included with the form submission.



Steps to Track Your PDPs

PDP Hours

Enter the number of PDP Hours you are seeking for this activity

PDP Hours

Purpose(s)

Select a Purpose

Attach File

Check off file for this submission:

Finish

Step 6:

Once the form is complete click Submit.

Please Note:

If the end date that you enter into the PDP Activity form has passed, the activity will appear under your Learning Plan as soon as the form is approved.

If the end date has not yet passed, the activity can not be approved until after the end day has passed.

Questions? Contact us....

Maura Logan, Assistant
Office of the Assistant Superintendent
mlogan@belmont.k12.ma.us
617-993-5410

