**District Name**: **School Year:**

**Instructions:** *If district has claimed any Qualifying Professional Development (QPD) as student instructional days or hours on the district’s PA-45 Days & Clock Hours for the school year, please have an authorized representative of your district sign and date this certification statement, then scan and email a PDF copy to your primary auditor.*

**I certify any qualifying professional development claimed as instruction complies with these provisions of Sec. 101(10)):**

* + At least 8 hours of the QPD used was recommended by the board-appointed PD Advisory Committee consisting of non-teaching staff, parents, administrators, and a majority of the membership made up by teaching staff employed by the district and representing a variety of grades and subject-matter specializations, including special education.
  + QPD was approved by MDE for State Continuing Education Clock Hours (SCECHs) and not claimed for more hours than SCECHs approved.
  + QPD is aligned to the school improvement plan and linked to one or more criteria in district’s educator evaluation tool.
  + QPD does not exceed more than 10 hours in a single month, more than 10 hours pre/post school year, or more than 38 hours total (in days, this translates to no more than 2 days in a single month, no more than 2 days pre/post school year, and no more than 7 days total).
  + QPD is counted as instructional time only for the student groups the teachers receiving the QPD were actually responsible for teaching.
  + At least 75% of the teachers scheduled for QPD actually participated.
  + If QPD is counted as a day of instruction, and not just as hours of instruction, QPD provided to teachers in a single day was at least 5.0 hours.

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Authorized District Representative Signature Date

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Printed Name Title

Per MDE, the following QPD documentation is to be kept on file at the district:

* Board of Education meeting minutes when district’s PD Advisory Committee was appointed
* List of PD Advisory Committee members and titles (to ensure proper committee membership represented)
* PA Advisory Committee meeting minutes when at least 8 hours of the QPD claimed as instruction was recommended
* District calendar noting the first and last days of school and the dates of QPD (this may be a copy of your district’s PA-45 submission)
* Attendance list (original or copy) and expected participation roster (to ensure at least 75% of teacher scheduled actually participated)
* PD Agenda & Proof of SCECH Approval for at least as many hours as was claimed as instruction for each QPD event