

APPEL Program – Professional License Plan (PLP) Guidance

This PLP Guidance Document is intended to serve as a companion to the PLP Template. Both documents' development is based on the USBE APPEL Model Program Framework. Feel free to adapt, change, or create your own LEA APPEL PLP Template to use with your candidates.

The PLP has been broken down into four stages:

- **Initial Evaluation** – the review.
- **Professional Learning Plan Competencies** – the plan.
 - **Progress Evaluation** – the update.
- **Recommendation** – the verification that Administrative Board Rule requirements are met and program completed.

1. INITIAL EVALUATION

(to be conducted as soon as possible so that a plan can be created for the missing elements no later than 30 days of the candidate beginning work in the classroom)

- **Transcript Review completion**
 - Date and name of person completing the review.
- **Required Pedagogy Studies**
 - Topics assigned from pedagogical competencies listed in board rule.
 - Check box if complete and indicate how the topic training has occurred in coursework or with evidence of demonstrated competency.
- **Required Content Studies**
 - Content requirements assigned on the endorsement forms.
 - Use the appropriate APPEL endorsement form checklist(s) to review if content studies have been met with previous training/coursework or demonstrated evidence.
 - For the Methods of Teaching the endorsement subject, check box if this is complete at initial evaluation and indicate how the topic training has occurred in coursework or with evidence of demonstrated competency.
- **Educator & Clinical Experiences Competencies**
 - Review the competencies list in the “Progress” section – if any of them can be marked “met” with the date of the initial evaluation, please indicate this.
- **Mentor-Educator**
 - Indicate who is assigned to be the Candidate’s mentor-educator.
- **Initial Consultation**
 - within 60 days of the Candidate in classroom – *with Candidate, Mentor-Educator, Program Director/Progress Monitor, etc.*
 - Review of written PLP Expectations (*see next section*).
 - Introduction to UETS and essential teacher dispositions.
 - Educator and clinical experience competencies.
 - Notes about timeline, schedule, observations, training, etc.

2. PROFESSIONAL LEARNING PLAN COMPETENCIES

(using the information/evidence gathered in the Transcript Review and Initial Evaluation, prepare the plan for the Candidate to meet all Professional Educator License requirements as outlined in Administrative Rule; this PLP must be written and finalized within 30 days of Candidate in classroom)

- a. Using the list of pedagogy and content studies (*more detail found in Administrative Board Rule R277-304*) as well as educator and clinical experience competencies, and referencing your APPEL program application proposal, determine how the Candidate will meet the competencies required for professional licensure.
 - i. If the competency is already completed at this initial evaluation, indicate the requirement is met by writing in the current date.
 - ii. If the competency is not complete, take note and indicate how the Candidate will meet that requirement.
 - Course: *Deliverer (university, MIDAS, etc.), Course Name, Number*
 - Demonstrated Competency: *Evidence to be collected*
- b. Utilize USBE resources for pedagogy coursework offerings from universities and SLCC as well as partnership agreements with universities or SLCC.
- c. Utilize USBE endorsement forms to ensure that the Candidate has met all content knowledge requirements.
- d. Include the Clinical Experience Supervisor and Mentor-Educator in determining how the Candidate will meet all Educator and Clinical Experience competencies and demonstrate Educator Dispositions: *observations, modeling best practices, team-teaching, completing teaching cycles, feedback discussions, evaluations, reflections, etc.*

3. PROGRESS EVALUATION

(to be conducted approximately half-way through the candidate's APPEL training)

- **Administrative Evaluations**
 - Dates and names of admin who observed/evaluated the Candidate (at least two per school year).
- **Progress Consultation**
 - To be conducted with Program Director or Progress Monitor, Administrator, Mentor, Candidate, etc.: to discuss and evaluate progress of studies, competencies, and dispositions.
- **PLP Competencies**
 - With appropriate indications of completion by Mentor-Educator/Admin/Program Director or Progress Monitor/Clinical Experience Supervisor.
- **Signatures**
 - Program Director/Progress Monitor signature that Candidate is making adequate progress through PLP and may continue in APPEL program.
 - Admin signature that Candidate has been observed/evaluated twice and making progress in meeting UETS standards
 - Mentor-Educator signature that Candidate is progressing through PLP and making progress in essential educator dispositions
 - Candidate signature that he/she is progressing through PLP
- **Pedagogical Performance Assessment**
 - Acknowledgment for anticipated implementation of PPA

4. Recommendation

(to be completed at end of program when all competencies, etc. are completed and all requirements met by the Candidate)

- **Administrative Evaluations**
 - Dates and names of admin who observed/evaluated the Candidate (at least two per school year – add as needed).
- **Studies Completion**
 - Program Director/Progress Monitor checks that all pedagogical and content studies are complete and collects appropriate evidence (university or MIDAS transcripts, etc.)
- **Pedagogical Performance Assessment**
 - Program collects evidence of successful completion (score results sheet, etc.).
- **Signatures**
 - Admin signature that Candidate has received additional UETS evaluations, met all educator and clinical experience competencies and dispositions, meets UETS proficiency standards and recommends Candidate for Professional licensure to Program Manager
 - Mentor-Educator signature that recommends Candidate for Professional licensure to Program Manager
 - Candidate signature that he/she has met all studies, competencies, dispositions, etc. as outlined in the PLP
- **Recommendation for Licensure**
 - Program Director/Progress Monitor signature that verifies all professional licensure requirements have been met by Candidate and will recommend Candidate for a Professional Educator License with USBE.