Professional Development Points

Professional development points are awarded for qualifying level of effectiveness scores and for qualifying professional development such as trainings, seminars and course word. PDPs for qualifying level of effectiveness scores will be awarded automatically in the TNCompass system once the level of effectiveness score is available in TNCompass for the academic year. The educator would need to submit PDP requests for all other qualifying professional development activities. Principals or district level staff with appropriate permissions will review and approve (or deny if applicable) professional development points for educators in TNCompass.

Please refer to the Office of Educator Licensing website for more information and frequently asked questions regarding professional development points.

https://www.tn.gov/education/licensing/licensure-resources/professional-development-points.html

https://www.tn.gov/content/tn/education/licensing/licensure-resources/professional-developmentpoints/pdp-faq-for-administrators.html

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Go to professional development work queue

• Click Work Queue.

TN Department of Education	Home	Educators Work Queue Reports Paul Principal (00010-0010) ~
Ø Home		
Welcome to TNCompass!		Application Quick Links
There are no announcements.		🞓 My Educator Profile 🖉 Account Information 🖉 PDP Work Queue
		Apply for CTE

• Click Professional Development Points.

TN Department of Education		Home	Educators	Work Queue	Reports	Paul Principal (00010-0010) ~
E Select Work Queue	9					Θ
Professional Development Points	Instruction Partnership In	nal itiative				

Work queue options will vary dependent on the role and permissions.

• Use the filter options, as desired, to locate requests by educator.

Professional Dev	velopment Points Work Queue			O
	10 20 50 100			(
Filters	1-1 of 1			page 1 of 1
	✓ Approve Requests ★ Deny Requests			
Date Received (Start)	Request Date + Educator	Points Accrued	License Expiration Date	
MM/DD/YYYY	□ 01/24/2018 Teacher (00010-0010), Mary M (803588926) ▲	62.0	08/31/2019	View
Date Received (End)	10 20 50 100			← →
MM/DD/YYYY	1-1 of 1			page 1 of 1
Search Clear Filters				

• Click *View* to review an educator's PDP request.

Professional Dev	elopment Points Work Queue			\odot
Filters Name or TLN	10 20 50 100 1-1 of 1		pa	← → age 1 of 1
Date Received (Start)		Points Accrued	License Expiration Date 08/31/2019	View
Date Received (End)	10 20 50 100 1-1 of 1		pa	← → age 1 of 1

Approve PDP request

- Click the check box for each PDP request to approve.
- Click Approve Requests

	⁻ Mary Te	eacher (000 ⁻	10-0010) (803588926	š)		1			€
Ар	prove Profe	essional Develo	pment Poin	ts						
Date	e Submitted: 1	/24/2018								
Tota	I PDPs Accrue	ed: 52.0	_							
•	Approve Requests	X Deny Requests								
	Date Attended	РDР Туре		Course/Title/Sem	inar	Clock Hours	CEUs	Semester Hours	Points Accru	led
	01/01/2018	College / University Coursev	ork	tetrer		0.0	0.0	5.0	50.0	
	08/31/2018	Training (Academy / Institute	/ Seminar / Conference) Enter title of professio	nal development activity	2.0	0.0	0.0	2.0	
1 2	20 50 100								←	• •
1-2 o	f 2								page 1	1 of 1
Ø	Attachmen	ts								
	Name	Туре	De	scription	Created			Created By		
	testing.pdf	PDP Transcript	PD	P verification	9/3/2018 1:06	:51 PM		Mary Teacher		
Ø.	Transcripts	5								
	Name	Type Ir	stitution	Source	Created		Created	Ву		

- Enter **PIN** (click **Access PIN** and **Show PIN** to recover PIN).
- Click Approve Requests.

ſ	✓ Approve Requests	×
(Are you sure you want to approve these requests? This action cannot be undone.	
	1 request(s) will be approved.	
۶I	Enter your PIN below and click "Approve Requests" to confirm.	
	Access My PIN	
	Close / Approve Request	s
ue		

• A confirmation will display on the approval page.

🎓 Mary Tea	acher (00010-001)	0) (803588926)				
The selected PDPs	were successfully approved!					
Approve Profes	ssional Development F	Points				
Date Submitted: 1/2 Total PDPs Accrued	4/2018 : 50.0					
Approve Requests Date Attended	X Deny Requests	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Points Ac
01/01/2018	College / University Coursework	tetrer	0.0	0.0	5.0	50.0

Deny PDP requests

- Click the check box for each PDP request to deny.
- Click Deny Requests

Ар	prove Profes	sional Development P	oints					
Date	e Submitted: 1/24	4/2018						
Tota	PDPs Accrued	: 50.0						
~	Approve Requests	× Deny Requests						
	Date Attended	PDP Type	Course/Title/Seminar	Clock Hours	CEUs	Semester Hours	Points Accr	ued
	01/01/2018	College / University Coursework	tetrer	0.0	0.0	5.0	50.0	
10 2	0 50 100							, +

• Select a *Reason for Denial*

	✓ Deny Requests	×	p
(0(Are you sure you want to deny these requests? This action cannot be undone.		
	1 request(s) will be denied. Reason for Denial		l
sfully		•	
	Select the reason for denial		I
Dev	Conducted during contracted day In-Service activity utilized to meet required 30 hours Outside the validity period of the license (effective dates) Inadequate documentation Duplicate activity		
	Other (e.g. not pre-approved)		ł
	Close X Deny Reque	sts	I

- Enter **PIN** (click **Access PIN** and **Show PIN** to recover PIN).
- Click Deny Requests.

✓ Deny Requests	×	p
Are you sure you want to deny these requests? This action cannot be undone.		
1 request(s) will be denied. Reason for Denial		l
Inadequate documentation	•	ļ
Enter your PIN below and click "Deny Requests" to confirm.		
Close Close Close Close Close Close Clos	s	

• A confirmation will display confirming the PDPs were denied.

🞓 Mary Teacher (00010-0010) (803588926)
The selected PDPs were denied!
Approve Professional Development Points
Date Submitted: N/A Total PDPs Accrued: N/A
No pending professional development points are available for this educator.