



**MALDEN PUBLIC SCHOOLS**  
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## **PDPs, Salary Credits, and Course Approval Clarification**

*Please note that a salary credit and a professional development point (PDP) are not the same.*

**Professional Development Points** are good toward recertification with the DESE. In order to earn PDPs, you must participate in professional development on the same topic for at least 10 hours AND produce some sort of tangible product that the DESE will review if you are ever audited. For more information on PDPs, acceptable products, etc., please see the DESE Recertification Guidelines. As an additional note, please know that certification is between you (the educator) and the state. It is the responsibility of the educator to review, understand, and comply with regulations related to licensure and recertification. While Central Office staff can offer advice based on their experience, ultimately DESE has the final say in all matters related to certification and re-licensure: only DESE staff can provide “official” answers.

**Salary Credits** can be used toward moving up the salary scale. A salary credit is earned when an educator does ALL of the following: 1. Submits a request to Central Office for PRIOR APPROVAL for a graduate-level course or workshop seminar and receives written approval from the Assistant Superintendent for participation in the course/program. 2. Can demonstrate – through providing a course description and supporting documentation that the requested course is rigorous (as in appropriate for the graduate level with a product) and related to improving teaching and learning in the educator’s field/discipline. 3. Submits official documentation demonstrating satisfactory completion of the course. Salary credits, unless explicitly stated, are NOT awarded for projects such as curriculum development or attendance at a workshop. Curriculum Directors, Principals, and Professional Development Providers (such as the 5DP) cannot offer salary credits for workshops – all salary credits can only be authorized by Central Office. In addition, salary credits are not granted for MPS Professional Development Days for which you are released from the regular work day.

As always, please call me if you need further clarification.

Sincerely,

*Carol Keenan*

Carol Keenan

Assistant Superintendent