



## Renewal of Approved Professional Development Scoring Form

Incomplete or Needs clarification	Acceptable	Elements of the Renewal Application
		The renewal application . . .
<input type="checkbox"/>	<input type="checkbox"/>	Includes the title of the approved professional development.
<input type="checkbox"/>	<input type="checkbox"/>	Provides the current approval code and expiration date.
<input type="checkbox"/>	<input type="checkbox"/>	Lists changes in the PD provider as appropriate, and includes name, affiliation, and current résumé for new/additional providers.
<input type="checkbox"/>	<input type="checkbox"/>	Contains contact information for the lead PD provider.
<input type="checkbox"/>	<input type="checkbox"/>	Provides information about the number of participants and a summary of evaluation results for the sessions presented.
<input type="checkbox"/>	<input type="checkbox"/>	<i>May</i> include an updated reference list: citations are complete and sources are reliable.
Scoring Category: Proposed Changes		
<input type="checkbox"/> <b>Inadequate</b>	<input type="checkbox"/> <b>Acceptable</b>	<input type="checkbox"/> <b>Strong</b>
<ul style="list-style-type: none"> <li>• The proposed changes are unclear.</li> <li>• Proposed changes do not link to participants' feedback.</li> <li>• The description does not explain how proposed changes will improve the professional development.</li> </ul> <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <li>• No changes are proposed; no rationale is given.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed changes are linked to participants' feedback.</li> <li>• The description explains how the proposed changes will improve the professional development.</li> </ul> <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <li>• No changes are proposed; rationale is linked to participants' feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Each proposed change provides a clear link to specific findings from participants' feedback.</li> <li>• The description explains how each proposed change will improve the professional development.</li> </ul>