

PD Tracker+ Tips & Reminders 2023-2024

- **The main purpose of PD Tracker+ is to track and process course reimbursements.** It is not an official site for recertification and does not have any connection to your ELAR account at DESE. With this platform, you have the ability to upload transcripts and certificates of completion. However, you are responsible for keeping all of those records in a safe place.
- **Only courses/workshops/conferences that require reimbursement need approval.** If you want to add a professional development activity to your account, you can do that directly. The directions for how to do that are available on the Office of Instruction website. We will not be approving any requests that do not require reimbursement.
- **Article XXXII of your DYEA contract clearly outlines the expectations for applying for course reimbursement.** Approval should be requested at least 30 days prior to the start of the course. Please refer to your contract for further information. We will not be reimbursing courses that were not approved prior to the start date.
- **In order to process your reimbursement request in a timely manner, you must submit a transcript (unofficial is fine) and proof of payment (receipt, canceled check, credit card statement)-** all documents must have your name on it. You will upload these documents directly in PD Tracker+ upon completion of the course/workshop.
- **If you paid for multiple courses up front but are requesting reimbursement for those courses on separate occasions, you need to re-upload the copy of the receipt with your transcript.** It is time consuming to have to search through the files to find the receipt.
- **Courses do not need to be approved in order to count towards horizontal movement.** PD Tracker+ does not track horizontal movement. Each spring, you receive an email with directions and the required form to complete and submit. You will need an official transcript in order for a course to be considered for horizontal movement purposes.
- **District PD is currently not entered into PD Tracker+ by the Office of Instruction.** For example, PD that occurs on district professional development days. There are too many educators and too many options for it to be completed by one person. Each individual teacher who possesses a Professional level license can/should enter these PD experiences into their own account. Once we are more familiar with the platform, we hope to add District PD events.
- **PDPs only matter for those teachers who possess a Professional level license and are planning on recertifying that license.** IPDPs (Individualized Professional Development Plans) are only required of teachers with a Professional level license. If you hold an Emergency, Provisional, or Initial license, your primary goal is to complete the requirements set forth by DESE to obtain a Professional license.