


Professional Development Dossier Pre-Planning Guide

	TASK	NOTES
	Download and read: Requirements & Guidelines for the Preparation of the New Mexico Professional Development Dossier (PDD) for Teachers Supplemental Dossier Guidelines	
	Be prepared to pay \$320 for submission (Resubmission is \$110) <i>Submission dates- July 15th-May 15th.</i>	
	Organize a <i>Teacher Remember and Reflect Journal</i> for daily journaling	
	Decide on a 3-5 hour segment of instruction that you want to showcase. This should be something you teach well, kids perform well, you enjoy teaching. You will study that instruction to describe yourself as a teacher. Deliver the instruction.	
	Select 4 or 5 students that you will track for the duration of the semester. You will report on two of those students Be sure to include students who are different from one another.	
	Use parent release forms in the Guidelines for parent permission to use student work samples, data, etc.	
	Decide on data sources you'll use for baseline information and to determine progress for selected students. Remember, not all data needs to be quantitative.	
	Be able to align your instruction with one, two or three standards/benchmarks.	
	Pay close attention to <i>Helpful Hints, Final Checklist and Criteria for Success</i> in the Guidelines	
	Organize a professional development journal/file beginning with at least the last semester you taught. Include professional development activities of any kind	
	Register in portal https://licensureapp.ped.state.nm.us/login	