

**Hanover Township Public Schools
Office of Curriculum and Instruction
Whippany, New Jersey 07981**

To: Teachers, K-8

From: Aaron Wasserman, Director of Curriculum and Professional Development

Date: March 27, 2018

Re: Professional Development Hours - 20 Hour per Year Requirement

As you are aware, the NJDOE requires documentation of 20 hours for each year. The information below may be of assistance to you as you complete the “Professional Development Hours” section of your Professional Development Plan for the 2017-2018 school year. Counted towards the 20 hours are seven one-hour grade level/subject area meetings this year, each meeting counting as 1 hour (total possible – 7 hours), the October 9, 2017, January 12, 2018, and February 16, 2018 - In-Service days should also be noted for a total of 9 hours, Safe Schools Online Training totaling 2 hours, and where applicable the Dyslexia Online Training totaling 2 hours. Additionally, if you attended the Educator Academy classes they count towards the total. Each course is one hour.

Grade Level/Subject Area / Dates – 7 Hours

Monday	September 11, 2017
Monday	December 4, 2017
Monday	February 5, 2018
Monday	March 5, 2018
Monday	April 9, 2018
Monday	May 7, 2018
Monday	June 4, 2018

In-Service Professional Development Dates – 9 Hours

Monday	October 9, 2017
Friday	January 12, 2018
Friday	February 16, 2018

Safe School Online Training – 2 Hours

Dyslexia Online Training (if applicable) – 2 Hours

Attendance at Educator Academy Workshops (if applicable) – 1 Hour per workshop attended