



Professional Learning
Beginning Teacher Program Completion Checklist 2024/25

Teacher Name: _____ School: _____

Components	Timeline	Check/Date When Completed
New Teacher Orientation FEAPs Focus: Learning Environment	<ul style="list-style-type: none"> Beginning Teacher Kick-off Event ... July 31 	<input type="checkbox"/> _____
Support Team Component	Team identified by the administrator: New Teacher, Mentor Teacher, Administrator <ul style="list-style-type: none"> Mentor Teacher: Provides support and coaching, meets formally/informally each week from hiring through post-planning Professional Learning Specialist: PLS meets and communicates regularly with the Mentor Teacher and Mentee Administrator: Regularly checks in with Mentor Teacher and Mentee. Formal observation at least twice a year. 	<input type="checkbox"/> _____
Instructional Planning Cycle	August – End of Year	<input type="checkbox"/> _____
Professional Learning FEAPs Focus: Learning Environment FEAPs Focus: Instructional Design And Planning	<ul style="list-style-type: none"> Cohort Meeting 1 ... August 20, 2024 Cohort 2/Curriculum Fair ... October 3, 2024 	<input type="checkbox"/> _____
Professional Learning FEAPs Focus: Assessment	<ul style="list-style-type: none"> Cohort Meeting 3 ... November 14, 2024 	<input type="checkbox"/> _____
Professional Learning FEAPs Focus: Delivery and Facilitation	<ul style="list-style-type: none"> Cohort 4/Instructional Fair ... January 30, 2025 	<input type="checkbox"/> _____
Professional Learning FEAPs Focus: Continuous Professional Improvement	<ul style="list-style-type: none"> Cohort 5/Celebration ... April 10, 2025 	<input type="checkbox"/> _____
Visitation	Support team is responsible for scheduling visitation opportunities within the school. Follow-up discussion and observation is to be facilitated by the team.	<input type="checkbox"/> _____
Mandatory online course: Child Abuse and Neglect	Child Abuse Training <ul style="list-style-type: none"> Due by January 13 (Please keep a copy of certificate) 	<input type="checkbox"/> _____
Optional Workshops	New Teachers may participate in other professional learning throughout the year. Activities may be school-based, district-level or as individual study. CANVAS Courses: Instructional Planning, Assessment, Cooperative Learning, and Classroom Management.	<input type="checkbox"/> _____
Professional Education Competence Verification form (if applicable)	<ul style="list-style-type: none"> Completed by Principal and sent to Michael Jacobi, Certification Analyst, by April 1. 	<input type="checkbox"/> _____

STATEMENT OF COMPLETION

We verify that _____ has completed the components of the ACPS Beginning Teacher Program.

Mentor Teacher Signature

Date

Professional Learning Specialist Signature

Date

Principals will meet with the beginning teacher and the mentor teacher to ensure completion before electronically signing off in ACIIS.