



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

February 2, 2022

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

**RE:** Updated Guidance for *Teacher Excellence and Accountability for Mathematics and Science Act* (TEAMS Act)-Approved Professional Learning

Since releasing the memorandum ([FY22-2013](#)) dated November 1, 2021, we received additional questions; therefore, we have clarified the list of approved activities. Since participating teachers are required to complete professional learning activities during the 2021-2022 school year, below is a list of activities that are approved as meeting the qualifications of the TEAMS Act:

- Alabama Math, Science, and Technology Initiative (AMSTI)
- Approved AMSTI Affiliates (a complete listing is located at [www.amsti.org/affiliates](http://www.amsti.org/affiliates))
- A+ College Ready Math/Science/Computer Science Trainings
- College Board Approved AP Trainings and Exam Readings
- Alabama State Department of Education (ALSDE) Courses of Study Overview and Implementation Trainings
- Computer Science (CS) Training Approved for State-Required CS Courses/Instruction Aligned to CS Law Reference
- HudsonAlpha Institute for Biotechnology
- Project Lead the Way
- National and State Affiliate Conferences (i.e., NCTM, NABT, NSTA, ASTA, ACTM) – only those sessions directly aligned to a credit-bearing/core course on the TEAMS-approved course list
- National Board for Professional Teaching Standards
- National Institute for STEM Education (NISE)
- Entities that provide professional development (PD) in partnership with one or more approved providers *may* have their PD designated as eligible for TEAMS credit. In this instance, the approved PD providers assume full accountability for the third-party PD activities and must ensure the PD activities meet necessary TEAMS rigor and are documented under the host entity's name.

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The activities listed below are currently **not** eligible for TEAMS PD credit:

- ACCESS Distance Learning – Training to become an ACCESS Teacher or Facilitator
- eLearning Coursework – Typically offered for pedagogy, processes, etc., and not specific standards/content
- New Teacher Mentor Program – Training to support effectively mentoring new teachers and not on the course of study content
- AETC Summer Conference

Additional guidance and an application process for any PD providers (including local school districts) that would like to seek approval to be added to the TEAMS-approved PD list are forthcoming.

We have attached a sample [PD Pre-Approval Form](#) to assist local school districts with keeping track of the required PD under TEAMS contracts. TEAMS contracts are for 189 days and include nine (9) PD days—four (4) of which have to be on the ALSDE-approved list. Districts can utilize the sample form or some other version to track TEAMS contract compliance.

The most up-to-date information about the TEAMS Act, including an updated FAQ document with a PD section can be found on the ALSDE website. If you have further questions about the TEAMS Act, please send an email to [TEAMS@alsde.edu](mailto:TEAMS@alsde.edu).

EGM/SJL

Attachment

**FY22-2029**

## **MODEL TEAMS PD DISTRICT TRACKING FORM**

The local superintendent will track any PD associated with a TEAMS contract to ensure compliance with the law as interpreted in the *Alabama State Department of Education's TEAMS Act Guidance about Qualifying Professional Development and Application for Professional Development Providers*. Approval should only be granted for being offered by providers on the approved list located at the We Teach Alabama link. Additionally, PD should be earned during the same term for which the teacher is under contract.

### **Sample LEA Guidelines for How to Apply for Professional Development Credit for TEAMS**

1. Get pre-approval from your principal for your event a minimum of two weeks prior to attending.
2. Complete the PD Pre-Approval Form and secure the appropriate signature.
3. Attend the requested session.
4. Collect an agenda and a certificate of attendance from the provider at the conclusion of the session.
5. Provide the agenda and certificate to the principal for verification. Please retain a copy for your records.
6. Ensure that the local school principal will submit the PD Pre-Approval Form to the district central office.
7. Confirm that the central office will ensure that the PD submitted is aligned with the requirements of the TEAMS Act and complies with the terms in the TEAMS contract signed by the teacher.

## SAMPLE PROFESSIONAL DEVELOPMENT

### PRE-APPROVAL AND POST-VERIFICATION FORM

Employee's Full Name:

TEAMS Contract Term:

School:

#### Section 1: Pre-Approval Request for TEAMS PD

Session Number ___ of 9	Date	Location	PD Title	Approved PD Provider	Beginning and Ending Time	Number of CEUs	Principal Approval Signature

#### Section 2: Post-Session Verification Checklist

Criteria	Verification
Session ___ of 9	
Pre-Approval Obtained	
Session is 1 of 9 Required PD Days	
Session is 1 of 4 Required ALSDE-Approved Days	
Agenda Provided	
Certificate of Attendance Provided	
CEUs Approved and Awarded	

Criteria	Verification
Session ___ of 9	
Pre-Approval Obtained	
Session is 1 of 9 Required PD Days	
Session is 1 of 4 Required ALSDE-Approved Days	
Agenda Provided	
Certificate of Attendance Provided	
CEUs Approved and Awarded	

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Certificate of Attendance Provided	
CEUs Approved and Awarded	

Employee Signature:

Date:

School Principal Signature:

Date:

Superintendent Signature:  
(Or Designee)

Date: