

Maryland State Department of Education (MSDE)

Continuing Professional Development (CPD) Instructions for Maryland Educators

The Maryland State Department of Education (MSDE) has approved the IIRP as a provider of continuing professional development (CPD). CPD credit may be requested for the following public and private, on-site professional development events conducted by the IIRP:

- **Basic Restorative Practices**
 - **Introduction to Restorative Practices** (Day 1 of Basic Restorative Practices)
 - **Using Circles Effectively** (Day 2 of Basic Restorative Practices)
 - **Facilitating Restorative Conferences** (Days 3 & 4 of Basic Restorative Practices)
(Must attend both days to earn credit)

Six hours of continuing professional development education are granted for each day. If all four days (24 hours) of Basic Restorative Practices are taken, the total equals 1.5 credits.

In order to apply for professional continuing education credit for your participation, please follow these steps.

1. Download the CPD Experience Credit form, available at [available at \(available at <https://www.iirp.edu/ce-credits>\)](https://www.iirp.edu/ce-credits) or from [Maryland Public Schools](#).
2. Bring two copies of the CPD Experience Credit form to the professional development event.
3. Have the IIRP instructor sign and date both copies of the form at the end of the professional development event. (Your presence is required during the entire event for the instructor to sign the forms.) Take both copies with you; the IIRP does not retain these forms.
4. Have your local CPD Liaison sign both copies of the CPD Credit Form. Arrange for one copy to be forwarded to your Local School System (LSS) Human Resource Office. The other copy is for you to keep for your records.
5. If you are not employed by a Local School System but hold a Maryland certificate, you should submit the CPD Credit Form (along with other required paperwork) to the MSDE Certification Office when requesting the renewal of your certificate.
6. Please email cecredits@iirp.edu if you have any questions.