

Abbeville County School District

Professional Development Certificate Renewal Plan

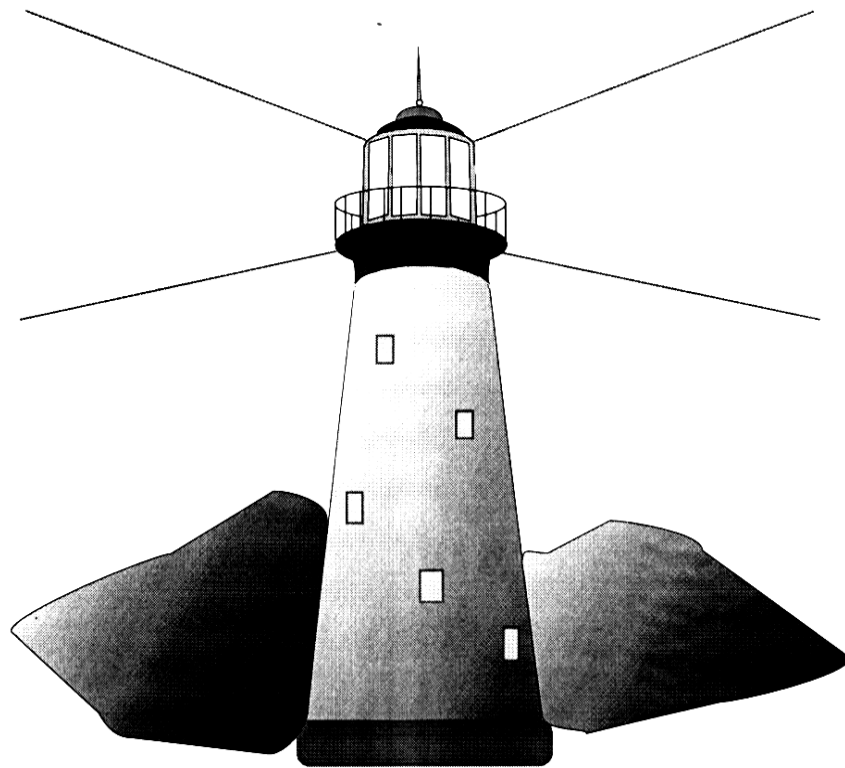


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Pre-Approval and Verification Form – Use this form to request pre-approval for renewal activities and get verification for pre-approved renewal activities. (Submit to Principal before Renewal Credit Coordinator.)	
Renewal Credit Computation Sheet – Use this sheet to maintain records of all staff development. Keep all documentation forms for the renewal period with this form. (Submit to Renewal Credit Coordinator with Pre-Approval and Verification Form .)	
Request for Change/Action Form - Use this form to request a change in certificate status. This form must be submitted with Renewal Credit Computation Sheet . (Submit to Office of Teacher Certification.)	
Attendance Confirmation Form – Use this form to document a pre-approved activity. (In and out-of-district activities)	
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Abbeville County School District
Professional Development Certificate Renewal Plan
2008-2009

Steering Committee

Contacts:

Abbeville County School District Overview and Guidelines

Purpose

The purpose of the certificate renewal plan is to enable Abbeville County School District educators to apply a broad range of relevant professional development activities toward their certificate renewal. The certificate renewal plan is intended to:

- Encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
- Ensure that educators are accountable for their continuous professional development; and
- Be operationally efficient.

An educator is defined as anyone who is employed in a position that requires a professional South Carolina Educator's Certificate.

An educator's professional certificate is valid for five years and expires on June 30 of the expiration year. In order to be eligible for certificate renewal, an educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the certificate.

Educators must earn their 120 renewal credits through professional development activities that meet the following criteria. An activity must:

1. Directly relate to the educator's professional growth and development plan;
2. Support the goals of Abbeville County School District; and
3. Promote student achievement, as required by State Board of Education regulation 43-205.1, Assisting, Developing and Evaluating Professional teaching (ADEPT), and Regulation 43-165.1, Program for Assisting, Developing, and Evaluating Principal Performance (ADEPT). All administrators must complete a minimum of 20 of their renewal credits in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.

A certified educator who is employed by Abbeville County School District in a position that does **not** require South Carolina certification, but who wishes to maintain a current certificate must earn renewal credits through professional development coursework outlined in Option I and Option 2 of the Renewal Credit Matrix that directly relates to one of the following: (1) the educator's current areas(s) of certification and (2) a formal program of study in a certification area in which the educator is officially enrolled.

An educator who is **not** employed in a position that requires South Carolina educator certification, but who wishes to maintain a current certificate, must earn renewal credits through professional development coursework outlined in Option 1 and Option 2 of the Renewal Credit Matrix that directly relates to *one* of the following:

1. the educator's current area(s) of certification, or
2. a formal program of study in a certification area in which the educator is officially enrolled.

Any educator who has not earned a Master's degree must complete at least one three-hour graduate course (60 points) per renewal cycle. Educators who hold a Career and Technology Education Work-Based Certification **only** are not required to fulfill the graduate-level coursework requirement.

It is the responsibility of the educator to meet the appropriate eligibility criteria for each certificate renewal option/activity for which renewal credits are sought, as specified in the Renewal Credit Matrix.

It is the responsibility of the educator to maintain all required verification, as described in the Renewal Credit Matrix.

An educator must develop a certificate renewal plan by using the **Professional Growth and Development Plan** form. The educator has the responsibility to develop a certificate plan. During evaluation conferences (Induction, TEAM, GBE) at the beginning of the school year, the educator should bring the **Professional Growth and Development Plan** form, the **Computation Form**, and the **Pre-Approval and Verification Form** and work with the principal to gain approval of the renewal plan. The State and the District place the responsibility for certificate renewal with the educator. **Failure to maintain a valid teaching license may result in termination of employment with Abbeville County School District.**

Procedures for Credit Renewal

Educator's responsibility:

1. Develop a proposed plan for license renewal using the **Abbeville County School District Professional Growth and Development Plan** form. The educator must bring the plan, **Pre-Approval and Verification Form, and Computation Sheet** to his/her evaluation meeting at the beginning of the school year. Principals will review and must pre-approve at that time.
2. Monitor the number of points earned and modify the proposed plan with the administrator to ensure that 120 points are earned by the end of renewal period.
3. Record completed activities as well as approved activity numbers on the **Renewal Credit Computation Sheet**.
4. Keep all documentation of completed activities including **Pre-Approval and Verification Form, Renewal Credit Computation Sheet, college transcripts, workshop certificates, etc.** (in a notebook).
5. Verify activities with administrator and Renewal Credit Coordinator.
6. Submit verification of completed activities to the Office of Personnel **during the months of October, February, or May ONLY of the expiration year**. This includes the **Renewal Credit Computation Sheet**, official transcript(s), and all other activity verification.

Administrator's responsibility:

1. Meet with educator to pre-approve renewal credit activities during evaluation meetings.
2. Monitor attendance at school-approved activities.
3. Verify educator's pre-approved activities.

Renewal Credit Notes:

1. Pre-approval to participate in a professional development activity for renewal credit is required for all activities by your building administrator as outlined in the S.C. Renewal Credit Matrix. If

there is any doubt by the educator that an activity meets the criteria, the educator should contact the Director of Prof. Devel.

Pre-Approval Required

Option		Max Points	In-District Activity	Out-of-District Activity
1	College Credit	120	*YES	*YES
2	SDE Certificate Renewal Course	120	*YES	*YES
3	District Point Plan (N/A - Phased Out by July 2005)	120	N/A	N/A
4	Publications	60	*YES	*YES
5	Instruction	60	*YES	*YES
6	Professional Training	120	*YES – Regular Prof. Dev. Act. on contract days N/A	*YES
7	Professional Assessor/Evaluator	60	*YES	*YES
8	Mentorship, Supervision or Instructional Coaching	60	*YES	*YES
9	Educational Project, Collaboration, Grant or Research	60	*YES	*YES
10	Professional Development Activity	60	*YES	*YES
11	Professional Development Activity (CEU- Continuing Ed. Credit) IACET CEU Credit	120	*YES	*YES

** For recertification points to be earned, activities must meet eligibility criteria as described in the S.C. Renewal Credit Matrix. No credit may be earned for professional development days that are a part of the teacher or administrator contracts.*

2. Submission of recertification activities and points should be done during **October, February, and May** of the expiration year prior to certificate renewal. Submission should include the completed **Pre-Approval and Verification Form** and **Renewal Credit Computation Sheet** for the five year period and all required verifications attached to the back of the **Computation Sheet**.
3. The Abbeville County Certificate Renewal Plan and forms are available on the Abbeville County School District website: www.acsd.k12.sc.us, Professional Development link.

Abbeville County School District

Professional Development Certificate Renewal Matrix 2004-2005

Educators who are not employed in a position that requires South Carolina educator certification are restricted to Options 1 and 2 in the matrix.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
1. College Credit Master's Degree- Applies to any college course Undergraduate Degree – 60 hours must be graduate credit courses	All courses must <ul style="list-style-type: none"> directly relate either to the educator's area(s) of certification, or to an area of certification in which the educator is formally enrolled, or to the goals of the educator and/or the educator's employing educational entity; be taken through an NCATE (National Council for Accreditation of Teacher Education) or regionally accredited college or university or through a college or university that has programs approved for teacher education by the State Board of Education (SBE); be taken for credit; and result in a passing grade in a pass/fail class or in a grade of C or better. 	Maximum: up to 120 renewal credits may be earned with this option during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits with this option, the educator must provide <ul style="list-style-type: none"> an official transcript from the college or university.
2. State Department of Education Certificate Renewal Course	All certificate renewal courses must <ul style="list-style-type: none"> directly relate either to the educator's area(s) of certification or to the goals of the educator and/or the educator's employing educational entity and have been approved by the State Department of Education, according to SBE criteria. 	Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits with this option, the educator must provide <ul style="list-style-type: none"> a report from the course administrator, as required by current SBE guidelines for certificate renewal courses.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
3. District Point Plan for Certificate Renewal (N/A) <i>Districts currently operating a District Point Plan will phase out that plan by July 2005.</i>	District professional development points must <ul style="list-style-type: none"> • be earned within a district point plan for certificate renewal that was approved by the SBE and • be reciprocal from one SBE-approved district point plan to another. 	Maximum: up to 120 renewal credits may be earned under an approved district point plan during the five-year validity period of the certificate. Accrual rate: 1 earned professional development point = 1 renewal credit	In order to receive renewal credits with this option, the educator must provide <ul style="list-style-type: none"> • official district verification, as specified in the district's SBE-approved point plan for certificate renewal.
4. Publications Examples: Authoring a book, journal, or a trade book article (Further information provided at the end of the matrix – Refereed and Non-Refereed materials p. 15.)	Publications must <ul style="list-style-type: none"> • appear in a professional journal or in a format that is sanctioned by the employing educational agency, • contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and • be a first-time publication (i.e., revised versions or second editions are excluded). 	Maximum: 60 renewal credits may be earned during the five-year validity period. Accrual rate: <ul style="list-style-type: none"> • primary author of book or refereed journal article = 60 renewal credits • primary author of non-refereed journal article = 30 renewal credits • secondary author of book or article = 15 renewal credits 	In order to receive renewal credits with this option, the educator must provide <ul style="list-style-type: none"> • a synopsis (one page or less) of the publication and • official verification from the publisher of the work's acceptance for publication, including the date of acceptance.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>5. Instruction</p> <p>Examples: Leading a workshop or seminar, presenting at a conference, or teaching a college class</p>	<p>Renewal credits for instruction (e.g., courses taught at colleges or universities; formal, prepared presentations given at conferences or meetings) are awarded only for those activities that</p> <ul style="list-style-type: none"> • exceed job requirements for the educator's position, as defined by the employing educational entity; • are professionally oriented and educationally relevant; and • are offered for the first time by the educator. 	<p>Maximum: up to 60 renewal credits may be earned with this option during the five-year validity period of the certificate.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> • college/university course: 1 semester hour of instruction = 20 renewal credits • presentation: a 1-hour presentation = 3 renewal credits. <p>(This includes preparation time.)</p>	<p>In order to receive renewal credits with this option, the educator must provide</p> <ul style="list-style-type: none"> • a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and • a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity.
<p>6. Professional Training</p> <p>Examples: Thinking Maps, Write...from the Beginning, Foss Kits</p> <p>Further information at the end of matrix – Professional Development CEU Activities p. 14.)</p>	<p>All professional training must</p> <ul style="list-style-type: none"> • relate to the educator's professional development plan, area(s) of certification, and/or the employing educational entity's plan; • be recognized as having professional relevance to the educational setting; and • be successfully completed. 	<p>Maximum: up to 120 renewal credits may be earned with this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit 1 CEU = 10 hours of direct participation</p>	<p>In order to receive renewal credits with this option, the educator must provide</p> <ul style="list-style-type: none"> • the training objectives and/or training outline and • a certificate or other official documentation verifying successful completion of the training program, including the date(s) and the number of hours of direct participation.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>7. Professional Assessor/ Evaluator</p> <p>Examples: Induction Teams, ADEPT Evaluator, SACS, National Board Assessor, Newberry and Caldecott Book Award Selection Team</p>	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> for evaluation activities that exceed job requirements for the educator's position, as defined by the employing educational entity; by an educator who has received training/approval/ certification as an assessor/ evaluator on a national or state-approved accreditation, assessment, or evaluation team (e.g., ADEPT evaluator, principal assessor, SACS [Southern Association of Colleges and Schools] evaluator, external review team [ERT] evaluator, NCATE evaluator, NBPTS [National Board for Professional Teaching Standards] assessor); and <p>upon the educator's completion of all requirements of the assessment/ evaluation process.</p>	<p>Maximum: up to 60 renewal credits may be earned with this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>Participation on an ADEPT Evaluation Team = maximum 30 credits</p>	<p>In order to receive renewal credits with this option, the educator must provide</p> <ul style="list-style-type: none"> official documentation verifying completion of all evaluation/ assessment team requirements, including the date(s) and the number of hours of direct participation.
<p>8. Mentorship, Supervision, or Coaching</p> <p>Examples: Induction Teacher/ Mentor, Student Teacher Supervisor, Practicum Student Supervisor, Teacher Cadet Supervisor, Principal Intern Supervisor</p>	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> exceed job requirements for the educator's position, as defined by the employing educational entity; assist another educator (e.g., student teacher, teacher, administrator); and are provided in conjunction with an approved training program, induction program, or professional development process. 	<p>Maximum: up to 60 renewal credits may be earned with this option during the five-year validity period.</p> <p>Accrual rate (maximums):</p> <ul style="list-style-type: none"> supervision of student teacher (one semester) = 20 renewal credits mentoring (full year) = 30 renewal credits coaching (full year) = 20 renewal credits internships = 20 renewal credits 	<p>In order to receive renewal credits with this option, the educator must provide</p> <ul style="list-style-type: none"> official documentation from the training institution, professional organization, or employing educational entity verifying successful completion of all responsibilities, including the type, extent, and dates of services (e.g., mentoring, supervising, coaching) provided by the educator.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>9. Educational Project, Collaboration, Grant, or Research</p> <p>Examples: National Board Recertification Process, Development and Revision of Approved Curriculum, Grant Writing, Etc.</p>	<p>Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that</p> <ul style="list-style-type: none"> • exceed job requirements for the educator's position, as defined by the employing educational entity; • are coordinated or approved by an educational entity; • are related to student achievement and/or to the goals of an educational entity; • result in an educationally relevant product; and • are a minimum of 5 hours in length. 	<p>Maximum: up to 60 renewal credits may be earned with this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>Maximum for each activity within this option: 30 renewal credits</p>	<p>In order to receive renewal credits with this option, the educator must provide</p> <ul style="list-style-type: none"> • a synopsis (one page or less) of the project, collaboration, grant, or research; and • official documentation from the educational entity verifying the date(s) and hours of direct participation.
<p>10. Professional Development Activity</p> <p>Examples: conferences, workshops, task force, etc.</p> <p>Further information at the end of matrix – Professional Development CEU Activities p. 14.)</p>	<p>Renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> • are tied to the educator's area(s) of certification and/or the goals of the employing educational entity; • are provided by a national, state, regional, or locally approved sponsor; and • involve a minimum of 4 hours of direct contact, excluding meals and breaks. 	<p>Maximum: up to 60 renewal credits may be earned with this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit 1 CEU = 10 hours of direct participation</p>	<p>In order to receive renewal credits with this option, the educator must provide</p> <ul style="list-style-type: none"> • official documentation from the sponsor verifying the educator's participation, and • a synopsis of the session topic(s), date(s), and time(s).

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
11. Professional Development Activity (CEU Credit) IACET CEU Credit (Further CEU information provided at the end of matrix p. 14)	CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> are tied to the educator's area(s) of certification and/or to the goals of the employing educational entity, are provided by an SDE-approved CEU sponsor, and involve a minimum of 4 hours of direct contact, excluding meals and breaks. 	Maximum: up to 120 renewal credits may be earned with this option during the five-year validity period of the certificate. Accrual rate: 1 CEU = 10 renewal credits	In order to receive renewal credits with this option, the educator must provide <ul style="list-style-type: none"> a transcript or other official verification of CEU credit, including the title of the activity, the date of completion, and a brief description of the activity.

Professional Development CEU Activities – Options 6,10, and 11

Option 6 and 10 cover a variety of professional development activities. College or university Continuing Education Unit (CEU) credit may be entered under these options. A CEU would count as 10 renewal credits since it is based on 10 hours of participation. Other opportunities for these options may include, but are not limited to, workshops, task forces, or conferences.

Option 11 refers to the International Association for Continuing Education Units (IACET). IACET is the caretaker of the Continuing Education Unit (CEU). The ten criteria of the IACET CEU promote high standards for professional development and growth. Through its programs, publications, research, and technical assistance, IACET assists organizations in correctly utilizing the criteria.

CEUs from IACET–authorized providers and IACET–approved licensed users will be counted under Option 11. Only authorized providers and approved license users may use the IACET CEU and the IACET logo. The list of authorized providers and the process to become one are provided on the IACET website: <<http://www.IACET.org>>.

CEUs counted under Option 6, 10, or 11 must support the educator's professional growth and development plan. The district will determine the placement of credit for the option.

The following activities are *not* intended for CEUs:

- association membership/leadership activities;
- committee/board meetings;
- business meetings;
- required work experience (e.g., on-the-job training to fulfill job requirements, performance of required duties and responsibilities);
- entertainment and recreation;
- travel, unless accompanied by an approved travel study program; and
- unsupervised study.

Refereed and Non-Refereed Materials – Option 4

Refereed Materials

Refereed materials are publications reviewed by “expert readers” or referees prior to the publication of the material. After reading and evaluating the material, the referee informs the publisher if the document should be published or if any changes should be made prior to publication. Refereed materials are also referred to as **Peer Reviewed**. Refereed materials are significant to professional research and literature because they assure readers that the information conveyed is reliable and timely.

Non-Refereed Materials

Non-refereed materials such as **trade journals** or **magazines** use less rigorous standards of screening prior to publication. In some publications, each article may only be screened by the publication editor. While knowledgeable, no editor can be an authority on all the subject matter printed in a journal. Other non-refereed editors accept almost anything submitted in order to have something to print. The term “scholarly materials” is often used to describe refereed materials, but this term is not exclusive to refereed materials. Non-refereed materials may not be scrutinized as intensely as refereed materials, but they can still be considered scholarly.

**Abbeville County School District
Professional Growth and Development Plan/GBE**

Name _____

Position _____

Certificate Number _____

Area(s) of Certification _____

School _____

School Year _____

Professional Development Goals

1. _____

2. _____

3. _____

Signature _____ **Date** _____

School Administrator Signature _____ **Date** _____

RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

Options: (check the appropriate boxes)

- ☐ 1. College Credit Course
- ☐ 2. SDE Certificate Renewal Course
- ☐ 3. District Point Plan (N/A for Abbeville)
- ☐ 4. Publication
- ☐ 5. Instruction
- ☐ 6. Professional Training
7. ☐ Professional Assessor/Evaluator
8. ☐ Mentorship, Supervision, Coaching
9. ☐ Educational Project, Collaboration, or Research
- 10.-11. ☐ Professional Development Activity
10. ☐ Activity or CEU 11. ☐ IACET CEU

Last Name	First Name	Middle/Maiden
Social Security Number	SC Certificate Number	Area(s) of Certification
Employer	Position	

Section I: Descriptive Information (to be completed by the educator)

Course Title or Type of Activity
Institution or Sponsor (must be NCATE/regionally accredited or SBE approved)
Dates of Participation or Acceptance (if publication)
Number of Renewal Credits Sought for Each Option (refer to the Renewal Credit Matrix for maximum numbers and accrual rates)

Please check the appropriate boxes and complete the required information for pre-approval

<input type="checkbox"/> 1. College Credit Course Description or Objectives _____ _____ _____ <i>Justification: How does this course relate to your professional growth and development plan?</i> _____ _____ _____	<input type="checkbox"/> 7. Professional Assessor/Evaluator <i>Do you hold certification as an evaluator or assessor in this area?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Does service on this evaluation, assessment, or accreditation team exceed typical job requirements for your position?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Justification: How does this activity relate to your professional growth and development plan?</i> _____
<input type="checkbox"/> 2. SDE Certificate Renewal Course Description or Objectives _____ _____ _____ <i>Justification: How does this course relate to your professional growth and development plan?</i> _____ _____ _____	<input type="checkbox"/> 8. Mentorship, Supervision, Coaching Did you complete an approved training program in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Does the mentorship, supervision, or coaching activity in this area exceed job requirements for this position?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Justification: How does this activity relate to your professional growth and development plan?</i> _____

<input type="checkbox"/> 4. Publication Title/Topic _____ _____ <i>Is this a first-time publication?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Justification: How does this publication relate to your professional growth and development plan?</i> _____ _____ _____	<input type="checkbox"/> 9. Educational Project/Collaboration/Research <i>Do you hold certification in the area related to the project, collaboration, grant, or research?</i> <i>Does this activity exceed typical job requirements for your position?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Justification: How does this activity relate to your professional growth and development plan?</i> _____
<input type="checkbox"/> 5. Instruction <i>Is this the first time this course/presentation has been offered for credit in this area?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Does this instruction or presentation exceed job requirements for your position?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Justification: How does this activity relate to your professional growth and development plan?</i> _____	<input type="checkbox"/> 10.-11. Professional Development Activity Description or Objectives _____ _____ 10. <input type="checkbox"/> Activity or CEU 11. <input type="checkbox"/> IACET CEU <i>Does this activity exceed typical job requirements for your position?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Justification: How does this activity relate to your professional growth and development plan?</i> _____
<input type="checkbox"/> 6. Professional Training Description or Objectives _____ _____ <i>Justification: How does this training relate to your professional growth and development plan?</i> _____	<p>Based on the information provided, are these activities appropriate certificate renewal options for this educator?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p style="text-align: center;">Signature of School Official and Title</p>

Section II: Verification and Approval (Must be completed by the District/Agency Official prior or at the time of certificate renewal.)
Please check the appropriate boxes for approval and attach the required documentation to your computation sheet.

<input type="checkbox"/> 1. College Credit Course Verification (Required) <input type="checkbox"/> An official transcript from the college/university is attached (to computation sheet); <input type="checkbox"/> This course was taken for credit; <input type="checkbox"/> The educator received a grade of “pass” (if pass/fail) or a grade of “C” or better. <i>Approval (Required) Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits. <input type="checkbox"/> No	<input type="checkbox"/> 7. Professional Assessor/Evaluator Verification (Required) <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator’s successful completion of all evaluation/assessment team requirements <i>Approval (Required) Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits. <input type="checkbox"/> No
<input type="checkbox"/> 2. SDE Certificate Renewal Course Verification (Required) <input type="checkbox"/> A report from the course administrator, as required by current SBE guidelines, verifying the educator’s successful completion of the course <i>Approval (Required) Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits <input type="checkbox"/> No	<input type="checkbox"/> 8. Mentorship, Supervision, Coaching <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator’s successful completion of all responsibilities and requirements of service and indicating the date(s) and the number of hours of direct participation <i>Approval (Required) Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits.

	<input type="checkbox"/> No
<input type="checkbox"/> 4. Publication Verification (Required) <input type="checkbox"/> Signed verification from the publisher of acceptance for publication, including the date of acceptance. Approval (Required) <i>Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits <input type="checkbox"/> No	<input type="checkbox"/> 9. Educational Project/Collaboration/Research Verification (Required) <input type="checkbox"/> Signed documentation from the sponsoring agency of the project, collaboration, grant, or research verifying the successful completion of the activity and indicating the date(s) and the number of hours of direct participation. Approval (Required) <i>Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits <input type="checkbox"/> No
<input type="checkbox"/> 5. Instruction Verification (Required) <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator's successful completion of their instruction or presentation and indicating the date(s) and the number of hours of direct participation. Approval (Required) <i>Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits <input type="checkbox"/> No	<input type="checkbox"/> 10.-11. Professional Development Activity Verification (Required) 10. <input type="checkbox"/> Activity or CEU 11. <input type="checkbox"/> IACET CEU <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator's successful completion of the Professional Development Activity requirements and indicating the date(s) and the number of hours/CEU awarded for this activity. Approval (Required) <i>Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits <input type="checkbox"/> No
<input type="checkbox"/> 6. Professional Training Verification (Required) <input type="checkbox"/> A certificate or other official documentation from the activity sponsor verifying the educator's successful completion of the training program and indicating the date(s) and the number of hours of direct participation. Approval (Required) <i>Have all of the eligibility and verification requirements been satisfied?</i> <input type="checkbox"/> Yes, the educator is eligible to receive ____ renewal credits <input type="checkbox"/> No	<hr/> <p style="text-align: center;">Signature of School Official</p> <hr/> <p style="text-align: center;">Signature of Renewal Credit Coordinator</p> <hr/> <p style="text-align: center;">Title</p>

South Carolina School Districts' Recertification Computation Sheet for Professional Educator's Certificate

Last Name	First Name	M.I.	Former Name, if Needed
Social Security # (Optional)	SC Certificate # (Required)	Highest Degree	Certificate Validity Period ____/____/____ to 6/30/06

OPTION/DESCRIPTION/MAXIMUM POINTS

Course No./Title	Ending Date	Administrator's Preapproval If required	Points Earned
Option 1: College Credit (120)			
Graduate Course No./Title College			
Undergraduate Course No./Title College			
Option 2: SDE Certificate Renewal Course (120)			
Course No./Title Location			
Course No./Title Location			
Option 3: District Point Plan for Certificate Renewal (120)			
Activity Location			
Activity Location			
Option 4: Publications (60)			
Title Publisher Date Published			
Title Publisher Date Published			
Option 5: Instruction (60)			
Workshop or Course Title Location			
Workshop or Course Title Location			
Option 6: Professional Training (120)			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Option 7: Professional Assessor/Evaluator (60)			
Type Duties			
Type Duties			
Option 8: Mentorship, Supervision, or Mentoring (60)			
Type			
Type			
Type			
Type			
Continued on page two...			

Course No./Title	Ending Date	Administrator's Preapproval if required	Points Earned
Option 9: Educational Project, Collaboration, Grant, or Research (60)			
Type of Project, Collaboration, Grant, or Research			
Type of Project, Collaboration, Grant, or Research			
Option 10: Professional Development Activity (60)			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Option 11: Professional Development Activity – CEU Credit (120)			
Title			
Title			
Title			
Title			
Total Renewal Credits Earned > >			

Please check ONE of the following choices.

- ☐ I give permission for my District Renewal Credit Plan Coordinator to access my certificate records on file at the Division of Teacher Quality, Office of Teacher Certification, in order to retrieve my completed course work transcripts to use toward my renewal.
- ☐ I do not give permission for my District Renewal Plan Coordinator to retrieve my certification records. I understand that I will be responsible for obtaining an official transcript from the college/university which shows my completed course work that I will use toward the renewal of my certificate.
- ☐ I do not currently have college credit on file with the Division of Teacher Quality, Officer of Teacher Certification, to use toward my professional educator's certificate renewal.

Please check one of the following:

- | | |
|---|--|
| <input type="checkbox"/> This completes my Renewal Credit points for this cycle. Please renew my certificate. | <input type="checkbox"/> This is a partial submission of Renewal Credit points. My certificate is not ready for renewal. |
|---|--|

Signature of Educator: _____ Date: _____

Signature of Administrator: _____ Date: _____

REQUEST FOR CHANGE/ACTION
 South Carolina Department of Education
 Division of Teacher Quality – Office of Teacher Certification – www.scteachers.org
 3700 Forest Drive, Suite 500
 Columbia, South Carolina 29204

Directions

- ❖ To initiate action, please complete and submit this form along with support documentation to above address.
- ❖ Requests may be submitted by mail, fax (803-734-2873), or hand-delivery. Requests will be processed in the order they are received, regardless of the method of submission.

SSN	Certificate #	District	
Name			
Last	First	MI	Former Name
Address			
Street	City	State	Zip
E-Mail	Home Ph. ()	Work Ph. ()	
Are you currently applying for or participating in PACE (alternative certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please indicate the nature of your request in the area below.

- ☐ 1. Evaluate my transcripts for the alternative certification program (PACE) in the subject of _____.
- ☐ 2. Advance my PACE certificate to a professional certificate. All required documentation has been submitted.
- ☐ 3. Evaluate my file for adding the certificate area of _____.
- ☐ 4. Evaluate my file for eligibility for the *master's plus 30* credential in the certificate area of _____.
- ☐ 5. Add the following certificate area(s) for which *all* requirements have been met: _____.
- ☐ 6. Add a one-year extension to my professional certificate.
- ☐ 7. Renew my professional certificate. All required documentation ☐ has been submitted or ☐ is enclosed.
- ☐ 8. Advance my initial certificate to a professional certificate *prior to* the automatic processing date (June 30).
 All requirements have been met. (Teachers who are eligible to advance to a professional certificate and who wish to wait until the June 30 automatic processing date do *not* need to submit this request form.)
- ☐ 9. Advance my temporary certificate to the initial or professional level.
- ☐ 10. Advance my certificate to the *bachelor's plus 18* level. Official *graduate* transcripts have been submitted.
- ☐ 11. Advance my certificate to the *master's degree* level. Official *graduate* transcripts have been submitted.
- ☐ 12. Advance my certificate to the *master's plus 30* level in the area of _____.
- ☐ 13. Advance my certificate to the *doctorate degree* level. Official *graduate* transcripts have been submitted.
- ☐ 14. Approve the following course _____ (*PACE teachers check the Web site for procedures.*)
 from _____ for the purpose of _____. A course description is attached.
- ☐ 15. Change my name and/or address, as listed above.
- ☐ 16. Add additional year(s) of teaching experience. Verification forms are ☐ on file or ☐ enclosed.
- ☐ 17. Send me a duplicate certificate. The \$5.00 fee is enclosed. (*check or money order only*)
- ☐ 18. Other _____

 Signature

 Date

Effective Date of Credential

If the State Department of Education (SDE) receives the educator's request and all required documentation between

- ❖ May 1 and November 1: The change in status, if approved, will be effective July 1 of the same calendar year.
- ❖ November 2 and April 30: If the educator submitted the request within 45 days of fulfilling the requirements, the change in status, if approved, will be effective on the date that all requirements were satisfied.
- ❖ November 2 and April 30: If the educator submitted the request more than 45 days *after* fulfilling the requirements, the change in status, if approved, will be effective on the date that all information was received by the SDE.

Attendance Confirmation Form

☐ **In-District**

□ Out-of-District

Participant	School
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
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19	1
20	1
21	1
22	1
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24	1
25	1
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93	1
94	1
95	1
96	1
97	1
98	1
99	1
100	1

Name of training/conference/workshop _____

Location _____

Total time in activities of training (excluding meals, breaks, social events, etc.)

Signature of sponsor/other official _____

Title of sponsor/other official _____

Reason for attendance _____

Synopsis of session topic(s), date, and time _____

[illegible]

I certify that the information provided on this form is complete and accurate.

Signature of Participant _____ Date _____

***Professional Development Hours Log
(Optional)***

Name _____ **School** _____

Professional Development ID Number _____
(Last four digits of SS and last 2 digits of birth year)

Professional Development Activities List Title	Location	Date(s)	Hours Earned

Appeal Process

Certified personnel should always refer to the Certificate Renewal Guidelines and the Certificate Renewal Matrix before participating in a professional development activity for recertification credit. An appeal process exists in the event that a certified educator is denied approval to participate in a professional development activity or denied recertification points for participating in an activity. The form below should be completed to file an appeal. The appeal should be made to the Director of Professional Development within two weeks of the activity.

Appeal Information

Name _____ School/Department _____

Certificate Number _____ Name of Advisor _____

Check One:

☐ Professional Certificate ☐ Initial Certificate ☐ Other Type Certificate _____

Activity Project Title (if applicable) _____

Please describe the activity and explain how the activity meets eligibility requirements as listed in the Renewal Credit Matrix. _____

Activity Renewal Option

<input type="checkbox"/> Option 1 College Credit	<input type="checkbox"/> Option 6 Professional Training
<input type="checkbox"/> Option 2 SDE Certificate Renewal Course	<input type="checkbox"/> Option 7 Professional Assessor/Evaluator
<input type="checkbox"/> Option 3 District Point Plan N/A	<input type="checkbox"/> Option 8 Mentor, Supervisor, Instructional Coach
<input type="checkbox"/> Option 4 Publication	<input type="checkbox"/> Option 9 Educational Project, Collaboration, Grant, or Research
<input type="checkbox"/> Option 5 Instruction	<input type="checkbox"/> Option 10-11 Professional Development Activity (10. Activity or CEU/11. IACET CEU)
Number of Recertification Points Requested	

Appeal Status: ☐ Approved ☐ Denied

Signature _____ Date _____