

PROCEDURE FOR RECEIVING CREDITS FOR CERTIFICATE RENEWAL

Your professional development activities for renewal of your certificate may include a myriad of things which more closely reflect your professional growth. The following procedures have been developed to reflect a shared responsibility for professional growth in which the choice and initiative rests with you. Please follow the guidelines described below when submitting your renewal plans for approval.

1. At least three years before the expiration of your current certificate and prior to participating in any renewal activities, initiate a renewal plan. The renewal plan must contain a minimum of six (6) credit hours or the equivalent of approved study. This form may be obtained from a building Teacher Licensure Committee (TLC) representative or online at the district web page.
2. Establish a presentation date with the TLC Chairman.
3. Present the renewal plan at a meeting of the TLC.
4. Upon receipt of approval from the TLC, proceed with the activities.
5. Upon completion of the activities, submit all documentation materials for final recommendation to the TLC.

Note: Please refer to the following pages for more detailed information on renewal.

POSSIBLE AVENUES AND METHODS FOR RECEIVING CREDITS OF APPROVED STUDY

Six credits of approved study are needed to renew a professional certificate. One credit is equal to fifteen hours of work. Approved study for renewal purposes means:

- I. Credit hours of academic study in an accredited institution of higher education or professional education, in the field for which the teacher/education specialist holds an endorsement or in a related subject area.
 - A. COLLEGE OR UNIVERSITY COURSES - Individual courses may be used for renewal provided they are part of a TLC-approved renewal plan. A copy of the official grade transcript and a Professional Development Form (PDF) must be submitted as documentation.
 - B. DEGREE PROGRAM - Courses taken in fulfillment of degree programs may be used for renewal provided they are part of a TLC-approved renewal plan. A copy of the official grade transcript and a Professional Development Form must be submitted as documentation.
 - C. COURSES AT THE LOCAL LEVEL
 1. Courses offered through the local school district may be used for renewal provided they are part of a TLC-approved renewal plan.
 - a. For all courses offered in the local area by colleges and universities, the college and university rules will apply to the issuance of credit.
 - b. Other courses offered by the local school district or by local resource persons will follow DECS regulations for issuance of credit of approved study (1.5 CEU's = 1 credit and 15 contact hours = 1 credit), unless specific credits have been attached by the offering agency.
 2. Courses offered as extensions of workshops - If the course starts on a school workshop day, clock hours in the workshop for the course may be applied to the total clock hours, if approved.
- II. Contact hours (one credit = 15 contact hours (clock hours)) in a Professional Development Activity (an in-service training program or individual study project) approved by the TLC which is designed to improve the performance of the teacher/educational specialist in the field for which the teacher/educational specialist holds an endorsement or in a related subject area. See Equivalency Table. This provision would include:
 - ▶ Workshop and conference attendance
 - ▶ Individual curriculum/study projects
 - ▶ Teacher-mentor experience

- ▶ Committee work
- ▶ Workshops or classes you have planned which have been designed to reach other professionals
- ▶ Planned publication of articles, books and activities of an educational nature
- ▶ Formal course work which resulted in programs and activities implemented in your school and/or district

Equivalency Table

Credits	CEU's	Contact Hours
3	4.5	45
2	3	20
1.5	2.25	22.5
1	1.5	15
.75	1.125	11.25
.50	.75	7.5
.25	.375	3.75

The TLC welcomes inquiries and suggestions which will expand the various options for professional development and certificate renewal.

A. WORKSHOPS OR CONFERENCES

1. Workshops and/or conferences may be used for renewal provided they are part of a TLC-approved renewal plan.
2. Following attendance, a written report [the Professional Development Form] must be submitted which gives
 - a. the professional goal/rationale
 - b. the description of the activities and content coverage
 - c. the description of the participant's role
 - d. the professional gains that were made
 - e. a time log listing the sessions attended
3. Clock hour credit will be awarded for the time spent in the actual workshop/conference. This does not include luncheon or travel time. Obtain documentation from the presenter or host indicating clock (contact) hours.
4. Mandatory workshops, as part of the school year, will not yield credit except when they are the first of several consecutive sessions (see Courses at the Local Level, Item 2).

B. PROFESSIONAL DEVELOPMENT ACTIVITIES

1. Individual Study, Research or Project
2. Group Study, Research or Project
3. Curriculum Development or Revision

The activities listed in 1, 2, and 3 may be used for renewal provided they are part of a TLC-approved renewal plan.

When submitting applications for general approval of activities in 1, 2, or 3

- a. describe the educational need or problem and how it was identified
- b. write a plan of action, including

- (1) a statement of objectives for the activity
- (2) a description of the steps which you will take to accomplish the activity
- c. present the plan as part of a renewal plan to the TLC for approval
- d. while carrying out the activity
 - (1) keep a running account of steps
 - (2) keep track of time and dates involved
- e. upon completion (revised 5/2/95)
 - (1) submit a final narrative report in person to the TLC (see Writing the Narrative - Guidelines and Instructions.)
 - (2) the TLC will grant up to 6 local renewal credits of approved study based on completion of the project objectives and the amount of time spent.

C. Mentor Experience

- 1. The teacher-mentor experience is designed to enhance instructional/professional experience of staff members with targeted-need, conditional, transitional, and provisional certificates. It is also provides many professional benefits to the teacher-mentor.
- 2. Teacher-mentor experience may be used for renewal provided it is part of a TLC-approved renewal plan. Since the TLC appoints all mentors for certification candidates, the appointment carries with it the required prior-approval for use in a TLC-approved renewal plan. A teacher will be granted 3 local renewal credits (45 contact hours) for each year of mentoring.
- 3. If the teacher mentor who wants to include mentor experience has a renewal plan in place, the plan can be amended to included the teacher mentor experience.
- 4. If the teacher mentor who wants to include mentor experience does not have a renewal plan in place, a new plan can be approved and implemented at that time.

D. Committee work

- 1. Participation and active involvement on local school district committees or task forces which implement/oversee programs in the district may be used for renewal provided it is part of a TLC-approved renewal plan. Credits of approved study will be issued according to DECS regulations. Maximum credit is limited to 15 hours per committee, cumulative to 30 hours.
- 2. (Any required meetings or workshops that are attended as part of a staff member's regular employment duties, i.e., opening/closing day workshops and parent-teacher conferences will not be given renewal credits.)
- 3. Upon completion
 - a. submit a narrative report (see Writing the Narrative - Guidelines and Instructions.)
 - b. submit a statement from the chairperson of the committee substantiating your participation on that committee.

EXAMPLE OF STATEMENT

_____ has been an active member of the
 _____ Committee and should be eligible for
 _____ clock hours.
 Signed: _____
 Chairperson

NARRATIVE - WRITING GUIDELINES AND INSTRUCTIONS

1. Your narrative should be typed on unlined paper.
2. Letters from instructors, administrators, program or activity sponsors, course or activity completion certificates, should be submitted with your narrative.

FORMAT

1. Your complete name
2. Address
3. Social Security Number
4. Grade level now teaching and subject area(s) taught
5. Year(s) in which activity was started and completed
6. The number of credits you are seeking with the experiences you are submitting

In addition to 1-6, you must respond to each of the following guidelines in preparing the narrative on the professional growth experience.

- A. Describe how and why you became involved in the activity or program.
- B. Write a full description of your involvement in the activity or program emphasizing what happened, method of learning (listening to lectures, experiential, research, self-discovery, etc.), why you enjoyed or did not enjoy the method(s) of learning, and what could have made the experience better for you.
- C. Describe what you learned about the quality of the activity or program in terms of your own professional development, how the activity influenced your professional and personal growth. Identify the specific learnings from the activity or program.
- D. Describe how you used the new information, content, strategies to improve the learning climate in your classroom or school, and why you believe this activity has made you a better teacher than before the experience.
- E. Describe how your activity relates to the area for which you are certified and seeking renewal.