

# CERTIFICATE RENEWAL PLAN NOTEBOOK TABLE OF CONTENTS

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# **Chesterfield County School District**

## **Certificate Renewal Plan Contacts**

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### **State Department Contact:**

Educator Services  
8301 Parklane Road  
Columbia, SC 29223

### **Certification Webpage**

<http://www.ed.sc.gov/educators/certification/>

### **Educator Services Contact Info**

Fax: (803)896-0368

Email: [certification@ed.sc.gov](mailto:certification@ed.sc.gov)

## OVERVIEW AND GUIDELINES

### Purpose

The purpose of the certificate renewal plan is to provide a mechanism that will enable Chesterfield 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:

1. encourage educators to engage in meaningful, quality professional development activities that are directed toward *promoting student achievement*,
2. ensure that educators are accountable for their continuous professional development, and
3. relate to the educator's professional growth and development plan, support the District's Strategic Plan, and 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 (PADEPP).

Full implementation of South Carolina's Certificate Renewal Plan began July 1, 2004 and applies to all educators who hold South Carolina professional educator certificates.

### PARTICIPANT INFORMATION

The following certificate renewal guidelines apply to any person who holds a 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, the 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.

An educator holding a Temporary, Out-of-Field, B/C/D Graded, or Warrant Certificate must comply with State certification and recertification requirements to keep any such certificate valid.

#### Initial and Interim Certificate Holders

For all individuals holding an Initial Certificate, activities such as workshops, seminars or courses designed to satisfy Induction or SAFE-T requirements during the period of initial certification will not apply for renewal credit points toward a Professional Certificate.

**In order to advance to a Professional Certificate, the requirements are to successfully complete the Induction and Annual year under ADEPT/SAFE-T and to successfully pass the Principles of Learning and Teaching (PLT) exam.**

For individuals holding an Interim Certificate, graduate level coursework or seminars required as a part of the Critical Needs Program or PACE to advance to a Professional Certificate will not apply for renewal of the individual's Professional Certificate.

## **National Board Certificate Holders**

When a teacher achieves certification by the National Board for Professional Teaching Standards (NBPTS), he/she will be registered on the South Carolina National Board for Professional Teaching Certified Teacher (NBCT) list at the South Carolina Center for Teacher Recruitment. The Center for Educator Recruitment Retention and Advancement will send that list to the Division of Teacher Quality (DTQ) at the State Department of Education. The DTQ will process that list to reflect NBPTS Certification in the certification file of those teachers.

The National Board for Professional Teaching Certified Teacher will be granted a South Carolina certificate with the same ten-year recertification cycle as the National Board for Professional Teaching Standards certificate. Based on South Carolina Code Section 59-26-85, the South Carolina certificate will be valid for the ten-year validity period of the National Board for Professional Teaching Standards certificate.

## **Obtaining Renewal Credits**

Educators are responsible for ensuring that all renewal options and activities meet the following guidelines.

- A. An individual who is employed in a position that requires South Carolina educator certification and is employed in a South Carolina public school district must earn renewal credits through professional development activities that
  1. directly relate to the educator's professional growth and development plan,
  2. support the goals of the employing public 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 (ADEPP).
- B. All administrators employed in a South Carolina public school district must complete a minimum of twenty (20) renewal credits during each five-year validity period in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.
- C. An educator who is employed at a public educational entity that has been approved as a Renewal Credit Plan agency by the Office of Teacher Certification, Division of Teacher Quality, must earn renewal credits through professional development activities that relate to one of the following:
  1. the educator's current area(s) of certification,
  2. a formal program of study in a certification area in which the educator is officially enrolled, or
  3. the goals of the educator's employing educational entity.
- D. 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. formal program of study in a certification area in which the educator is officially enrolled.
- E. Any educator, included in A, C, or D listed above, who has not earned a Master's degree must earn sixty (60) renewal credits in graduate-level coursework to renew the current certificate. Educators who hold a Career and Technology Education Work-Based Certification only are not required to fulfill the graduate-level coursework requirement.

**Recertification points cannot be carried forward into the next renewal cycle.**

## Submitting Renewal Credits

- A. An educator who is employed in a South Carolina public school district or State Department of Education–approved Renewal Credit Plan agency and holds a position that requires South Carolina educator certification must
1. earn a minimum of 120 renewal credits that meet the appropriate eligibility criteria for each certificate renewal option/activity, as specified in the renewal credit matrix;
  2. maintain all required verification, as described in the renewal credit matrix;
  3. adhere to all district/educational agency policies related to pre-approval and processing of renewal credit; and
  4. submit necessary verification to the designated district/agency administrator for review, approval, and signature.
- B. The public school district or State Department of Education-approved educational agency must:
1. establish the process for educators to submit their credit to the district/agency administrator and the procedures for the district/agency officials to enter the renewal credit for educators;
  2. outline the Renewal Credit Plan policies and procedures in a district/agency guidebook made available to all employees of the district/agency; and
  3. enter all earned renewal credits prior to the expiration of the certificate and/or at the time the educator is no longer employed in that district/agency.
- C. An educator who is not employed in a position that requires South Carolina educator certification must:
1. submit official transcripts from the college or university and/or appropriate documentation that the educator has completed a State Department of Education recertification course, and
  2. submit the “Request of Change/Action” form (available on the Division of Teacher Quality website at [www.ed.sc.gov](http://www.ed.sc.gov)) to the Office of Teacher Certification for processing.
- D. Guidelines and appropriate forms to implement the renewal system will be provided to all South Carolina school districts. Other public education organizations and agencies that want to apply to become a Renewal Credit Plan agency must complete the application form available on the Division of Teacher Quality website.

## Responsibility of the Certificate Holder

- **Develop a Certificate Renewal Plan**

The State places the responsibility for certificate renewal with the certificate holder. Using the Goals-Based Evaluation (GBE) Plan for Continuing Teachers, certificate holders have the responsibility to develop a certificate renewal plan and to work collaboratively with their GBE Administrator. A conference should be held with the administrator to review and gain approval of the certificate renewal plan.

**Note:** *Failure to maintain a valid teaching certificate in the specific content area teaching assignment may result in movement or termination of employment with Chesterfield County School District. Effective August 1, 2002, all teachers hired to teach core programs must be "highly qualified" (2002 No Child Left Behind Federal Legislation). All teachers in all schools who teach core academic subjects must be "highly qualified" by June 30, 2006. Standards for being a "highly qualified" teacher include earning a bachelor's degree, demonstrating content knowledge in each core content area he/she teaches, and meeting all requirements for full state certification.*

- **Documenting Progress for Recertification**

Educators are required to earn 120 points from the ten-renewal credit areas within the five-year validity period. Certificate holder's responsibilities include:

- Develop a proposed plan for certificate renewal at the beginning of the renewal period.
- Obtain administrator's approval to participate in professional development activities when required. Educator must obtain the administrator's signature on the Option form under Section II.
- Periodically review and record completed activities on the **Renewal Credit Computation Sheet**.
- Keep all documentation of completed activities including **Renewal Credit Pre-approval and Verification Forms, Renewal Credit Computation Sheet**, college transcripts, workshop certificates, etc. in a certificate renewal folder or notebook.

It is the certificate holder's responsibility to obtain and keep verification of all activities and related renewal credit forms in this folder/notebook.

- **Submitting Recertification Points**

When 120 points are obtained, all required documentation should be submitted to his/her administrator for review and verification of required documentation. Upon administrator's verification, all required documentation (original) should be forwarded to the Certificate Renewal Plan Coordinator/Coordinator of Teacher Quality.

- **Required Documentation for Renewal: Change/Action Form (blue), Renewal Credit Computation Sheet (green), Renewal Credit Pre-Approval and Verification forms (option forms) with attached documentation to support each option.**

## Responsibility of the Administrator

The school administrator will be the certificate holder's GBE administrative advisor. The administrator's role is to provide assistance, support and resource information throughout the renewal certificate process, assess proposed activities, and confirm renewal documentation. The administrator should approve the certificate holder's required renewal documentation only if it meets the criteria of certificate renewal as defined in this plan.

## Certificate Issuance

The District Coordinator of Teacher Quality/Certificate Renewal Plan will enter the certificate renewal information into the state's certification database. The state department's division of Teacher Quality will not mail a hard copy of the educator's certificate to the educator. A certificate can be printed from the Certification Status page on the state's web site [www.ed.sc.gov](http://www.ed.sc.gov). If the educator needs a hard copy, one can be obtained by sending the Request for Change/Action form to the state department with a \$10.00 fee.

## Specific Regulations

- All renewal points must support the educator's professional growth and development plan.
- The 120 points must be earned during the five-year validity period of the certificate.
- Educators without a Master's Degree must earn 60 points in a graduate course from an approved college or university. (This can be 3-one hour graduate courses)
- All certified administrators will be required to earn at least 20 renewal points from activities targeting the enhancement of teacher support.

Renewal points may be earned during the normal school day hours when an educator is on professional leave with the administrator's approval. Chesterfield County School District also recognizes that an educator may be involved in quality professional development that will not quality for the educator's renewal points.

These guidelines must be followed:

- The professional development must support the educator's professional growth and development plan.
- The professional development may not be a part of the educator's contracted duties.

**Renewal Credit Matrix**  
**CERTIFICATE RENEWAL PLAN**  
**PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS**  
Educators not employed in a position requiring South Carolina educator certification or not employed in a renewal entity are restricted to options 1, 2, and 3 in the matrix.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p><b>1. College Credit</b></p> <p><i>Note: Educators without a Masters Degree must earn 60 of their renewal credits in graduate work from an accredited college or university to renew their certificate.</i></p>	<p>All courses must</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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);</li> <li>• be taken for credit; and</li> <li>• result in a passing grade in a pass/fail class or in a grade of C or better.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 semester hour of earned course credit = 20 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• an official transcript from the college or university.</li> </ul> <p><i>Send transcripts to yourself to keep in your files.</i></p>
<p><b>2. State Department of Education Certificate Renewal Course</b></p> <p><i>Note: Maximum credits can not be obtained unless educator holds at least a Masters Degree.</i></p> <p><i>(i.e. approved renewal courses)</i></p>	<p>All certificate renewal courses must</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• have been approved by the State Department of Education, according to State Board of Education criteria.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 semester hour of earned course credit = 20 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• a report from the course administrator, as required by current SBE guidelines for certificate renewal courses</li> </ul>
<p><b>3. District Point Plan for Certificate Renewal</b></p> <p><i>Districts currently operating a District Point Plan will phase out that plan by July 2005</i></p>		<p>Maximum: up to 120 renewal credits</p>	<p>Official District Documentation</p>

<u><i>N/A for Chesterfield County School District</i></u>			
<p><b>4. Publications</b></p> <p><u><i>EXAMPLES:</i></u></p> <p><i>Authoring a book, journal, or trade book article</i></p>	<p>Publications must</p> <ul style="list-style-type: none"> <li>appear in a professional journal or in a format that is sanctioned by the employing educational agency,</li> <li>contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and</li> <li>be a first-time publication (i.e., revised versions or second editions are excluded).</li> </ul>	<p>Maximum: 60 renewal credits may be earned during the five-year validity period.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> <li>primary author of book or refereed journal article = 60 renewal credits</li> <li>primary author of non-refereed journal article = 30 renewal credits</li> <li>secondary author of book or article = 15 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a synopsis (one page or less) of the publication and</li> <li>official verification from the publisher of the work's acceptance for publication, including the date of acceptance.</li> </ul>
<p><b>5. Instruction/ Presentation</b></p> <p><u><i>EXAMPLES:</i></u></p> <p><i>Leading a workshop or seminar</i></p> <p><i>Presenting at a conference</i></p> <p><i>Teaching a college class</i></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"> <li>exceed job requirements for the educator's position, as defined by the employing educational entity;</li> <li>are professionally oriented and educationally relevant; and</li> <li>are offered for the first time by the educator.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> <li>college/university course: 1 semester hour of instruction = 20 renewal credits</li> <li>presentation: a 1-hour presentation = 3 renewal credits</li> </ul> <p>(This includes preparation time.)</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a copy of the schedule or agenda from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and</li> <li>a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity.</li> </ul>
<p><b>6. Professional Training</b></p> <p><i>All summer and after school activities/training</i></p> <p><i>*Formal training over and above the five required inservice days</i></p> <p>(further information provided at the end of the matrix)</p>	<p><b>Training</b></p> <p>All professional training must</p> <ul style="list-style-type: none"> <li>relate to the educator's professional development plan, area(s) of certification, and/or the employing educational entity's plan;</li> <li>be recognized as having professional relevance to the educational setting; and</li> <li>be successfully completed.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <ul style="list-style-type: none"> <li>1 CEU = 10 hours of direct participation = 10 credits</li> </ul> <p>- <b><i>Faculty meetings are not applicable.</i></b></p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>the training objectives and/or training outline and</li> <li>a certificate, letter or other official documentation verifying successful completion of the training program, including the date(s) and the number of hours of direct participation.</li> </ul>

<p><b>7. Professional Assessor/ Evaluator</b></p> <p><u><b>EXAMPLES:</b></u></p> <p><i><b>SAFE-T Evaluator (classroom teacher)</b></i></p> <p><i><b>HOUSSE Evaluator</b></i></p> <p><i><b>SACS Evaluator</b></i></p> <p><i><b>ERT Evaluator</b></i></p>	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> <li>for evaluation activities that exceed job requirements for the educator's position, as defined by the employing educational entity;</li> <li>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</li> <li>upon the educator's completion of all requirements of the assessment/ evaluation process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via 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 via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>official documentation verifying completion of all evaluation/ assessment team requirements, including the date(s) and the number of hours of direct participation.</li> </ul>
<p><b>8. Mentorship, Supervision, or Instructional Coaching</b></p> <p><u><b>EXAMPLES:</b></u></p> <p><i><b>Mentor Teacher</b></i></p> <p><i><b>Student Teacher Supervisor</b></i></p> <p><i><b>Practicum Student Supervisor</b></i></p> <p><i><b>Principal Intern Supervisor</b></i></p> <p><i><b>Induction Team</b></i></p> <p><i><b>Department Chair/Grade Level Chair (student achievement must be involved)</b></i></p> <p><i><b>*not all assigned duties – i.e. Chair of a 504 Comm., Chair of Intervention Team.</b></i></p>	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>exceed job requirements for the educator's position, as defined by the employing educational entity,</li> <li>assist another educator (e.g., student teacher, teacher, administrator), and</li> <li>are provided in conjunction with an approved training program, induction program, or professional development process</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period.</p> <p>Accrual rate (maximums):</p> <ul style="list-style-type: none"> <li>supervision of student teacher (one semester) = 20 renewal credits</li> <li>mentoring (full year) = 30 renewal credits</li> <li>coaching (full year) = 20 renewal credits</li> <li>internships = 10 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>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.</li> </ul>

<p><b>9. Educational Project, Collaboration, Grant, or Research</b></p> <p><b>EXAMPLES:</b>  <i>National Board Certification Process (successful completion and submission)</i></p> <p><i>Development and Revision of Approved Curriculum (Pee Dee Hub)</i></p> <p><i>Grant Writing (successful completion and submission)</i></p> <p><i>For School/District Use:</i>  <i>Developing</i>  <i>-Resource Books</i>  <i>-Pacing Guides</i>  <i>- School Renewal Plan</i>  <i>- District Strategic Plan</i>  <i>- SACS</i></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"> <li>exceed job requirements for the educator’s position, as defined by the employing educational entity,</li> <li>are coordinated or approved by an educational entity,</li> <li>are related to student achievement and/or to the goals of an educational entity,</li> <li>result in an educationally relevant product, and</li> <li>are a minimum of 5 hours in length.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate</p> <ul style="list-style-type: none"> <li>Accrual rate: 1 hour of direct participation = 1 renewal credit</li> <li>Maximum for <i>each</i> activity within this option: up to 30 renewal credits</li> </ul> <p><b>- Recertification for National Board Certified Educators – will be granted a SC certificate with the same ten year recertification cycle as the National Board for Professional Teaching Standards certificate.</b></p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a synopsis (one page or less) of the project, collaboration, grant, or research and</li> <li>official documentation from the educational entity verifying the date(s) and hours of direct participation.</li> </ul> <p><b>You do not have to be awarded the grant, it is the process of applying for the grant to receive renewal credits. - Reminder minimum of 5 hours in length.</b></p>
<p><b>10. Professional Development Activity –</b></p> <p><b>Includes conferences, workshops, task force, etc.</b></p> <p><b>EXAMPLES:</b>  <i>Workshops, Seminars, Conferences</i>  (further information provided at the end of the matrix).</p>	<p>Renewal credits are awarded only for those professional development activities that</p> <ul style="list-style-type: none"> <li>are tied to the educator’s area(s) of certification and/or the goals of the employing educational entity;</li> <li>are provided by a national, state, regional, or locally approved sponsor; and</li> <li>involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via 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>1 CEU = 10 hours of direct participation = 10 credits.</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>official documentation from the sponsor verifying the educator’s participation and</li> <li>a synopsis of the session topic(s), date(s), and time(s).</li> </ul>
<p><b>11. Professional Development Activity – (CEU Credit) IACET CEU Credit –</b></p> <p><b>EXAMPLES:</b>  <i>Workshops, Seminars, Conferences where IACET CEU’s are officially awarded and certified</i> (further information provided at the end of the matrix)</p>	<p>CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> <li>are tied to the educator’s area(s) of certification and/or to the goals of the employing educational entity,</li> <li>are provided by an SDE-approved CEU sponsor, and</li> <li>involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 CEU = 10 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>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.</li> </ul>

## PUBLICATIONS 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 be screened only by the publications editor. While knowledgeable, no editor can be an authority on all the subject matter printed in a journal. Other non-refereed materials 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.

## Professional Development CEU Activities Option 6, 10, and 11

Option 6 and 10 covers 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 force, 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: [www.IACET.org](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.**

## CERTIFICATE RENEWAL CREDIT MATRIX

	<b>OPTION</b>	<b>MAXIMUM CREDITS allowed for this option</b>	<b>CREDIT EQUIVALENCY</b>	<b>DOCUMENTATION Required</b>
1	College Credit	120	<b>1 semester hour = 20 credits</b>	Transcript
2	State Department of Education Course	120	<b>1 semester hour = 20 credits</b>	Appropriate certificate
3	District Point Plan <i>Phased out by July 05</i>	120	<b>N/A for Chesterfield County School District</b>	District Documentation
4	Publications	60	<b>Type of work determines credit</b>	Verification of publication
5	Instruction	60	<b>Formula for type of class</b>	Copy of schedule or agenda
6	Professional Training	120	<b>1 hour = 1 credit 1 CEU = 10 credits</b>	Certificate or letter
7	Professional Assessor/Evaluator	60	<b>ADEPT team Max = 30 credits 1 hour = 1 credit</b>	District documentation
8	Mentorship, Supervision, or Instructional Coaching	60	<b>Formula for type of activity</b>	Documentation from college/district
9	Educational Project, Collaboration, Grant, or Research	60	<b>30 credits max for each activity</b>	Documentation from each activity
10	Professional Development Activity (CEU)	60	<b>1 hour = 1 credit 1 CEU = 10 credits</b>	Official documentation from sponsor
11	Professional Development Activity (IACET CEU)	120	<b>1 IACET CEU = 10 credits</b>	Documentation from sponsor with IACET logo

# State Department Reminders for Renewal Credit

## **Renewal Credits – Professional Leave**

An educator may earn renewal credit for participating in activities during the normal work day provided professional leave has been approved by the school district, and provided the district's decision to approve has been based on the following requirements included in the Renewal Credit Plan guidelines. The ultimate decision on renewal credit for an educator will rest with the school district.

1. The professional development must support the educator's professional growth and development plan.
2. The professional development may not be part of the educator's contracted duties.
3. The district will determine and post all pre-approval policies regarding each of the eleven renewal options.

## **Council for Higher Education Association - [www.chea.org](http://www.chea.org)**

Any college/university credit used for renewal credit must come from a regionally accredited school. The Council for Higher Education Accreditation provides the Regional Accrediting Organizations with a list of the colleges/universities that are approved. You will need to go to their website, [www.chea.org](http://www.chea.org), and look under the appropriate regional organization to check on the status of the school that has sent you the transcript. Since advertisements and claims can be confusing and nebulous at times, You will need to go directly to this website to find out if the school is accredited. If the school is regionally accredited then that credit is acceptable for renewal. Obviously, the college credit must fit in with the other requirements of the plan.

## **Extension of Certificates**

An educator must apply to the Department of Teacher Quality at the State Department for an extension on their professional educator's certificate. Once they have the extension, the educator will process their renewal credit through the district since all of their work must follow the district's plan and his/her professional growth plan. The district will enter that credit. When the educator has reached 120 renewal credits or more, the district will contact the state certification office to process that certificate renewal.

## **Initial and Interim Certificate Holders**

For individuals holding an Initial certificate, credits earned in activities such as workshops, seminars or courses designed to satisfy induction or ADEPT requirements during the period of initial certification will not apply for renewal of the Professional certificate when issued. For individuals holding an Interim certificate, graduate level coursework or seminars required as part of the Critical Need Program or PACE to advance to a Professional certificate will not apply for renewal of the individual's professional certificate.

However, teachers holding Initial or Interim certificates who take coursework or complete other approved activities that are in addition to those required for induction, ADEPT or CNP/PACE may use those credits toward renewal of their first professional certificate. This would include courses or activities designed for professional growth and development, adding other certification areas, or pursuit of advanced degrees.

## **Obtaining Chesterfield County School District Guidelines and Forms**

The Chesterfield County School District Renewal Guidelines and forms can be obtained at the district website under "For Staff". Then click "Renewal Credit Program" underneath "Teacher Quality."

## **Obtaining State Guidelines**

The State Certificate Renewal Guidelines are provided to all South Carolina school districts and educational entities and also are available on the South Carolina Department of Education's Division of Teacher Quality/Office of Teacher Certification Web site at [www.ed.sc.gov](http://www.ed.sc.gov).

# CERTIFICATE RENEWAL PLAN (CRP) FOR EDUCATORS EMPLOYED IN A S.C. PUBLIC SCHOOL DISTRICT

The Certificate Renewal Plan will be implemented statewide in 2004-2005. This system will allow renewal of certificates by South Carolina educators *who currently hold a valid professional educator's certificate and are employed by an S.C. Public School District.*

- ❖ **All renewal credits must support the educator's Professional Growth and Development Plan.** This plan will be reviewed and approved by the educator's designated administrator in the school or district in which they are currently employed.
- ❖ To renew an S.C. professional educator's certificate, **the educator must earn 120 credits during the five year validity of their certificate.** Those credits must align with the Renewal Credit Matrix, and the educator must follow the district's Certificate Renewal Plan.
- ❖ **Educators must adhere to their district's certificate renewal plan.**
- ❖ **When an educator leaves a district,** all earned credit must be entered by that district so it is reflected in the SDE-DTQ Certification Portal System.
- ❖ **Once an educator enters a 'new' district,** that educator must have any credits, not previously entered in the CPS, reviewed, verified, approved and entered by the district currently employing that educator.

## **IMPORTANT POINTS TO REMEMBER**

- The Certificate Renewal Plan (CRP) is not designed to give credit for all professional development activities.
- The eleven (11) options are the "meat and potatoes" of the plan.
- You may go back as far as July 2002 for renewal credits. (*Documentation required*)
- Certificate renewal credits may go toward any goal related to: Educator's **Professional Growth and Development Plan**, educator's area(s) of certification and/or student achievement.
- Renewal credits are not applicable for educators not holding a professional certificate. (i.e. Initial or PACE)
- Any educator who does not have a Master's Degree must complete 60 credits on graduate level.
- Administrators must complete 20 renewal credits in professional development activities to enhance skills in supporting/encouraging teachers as professionals.
- No contracted duties may be used toward certificate renewal.
- You may receive both a stipend and certificate renewal credits for an activity if both are offered.
- Options 1 – 11 require pre-approval on the **Renewal Credit Pre-Approval and Verification Form**. Signatures of School Principal/Designee and District Certificate Renewal Plan Coordinator (CRP) are required. (Sections I and II)
- The **Renewal Credit Pre-Approval and Verification Form (Section III)** must be signed, and submitted upon completion of any option and/or prior to certificate renewal.
- **Educators must earn 120 certificate renewal credits during each certification renewal cycle.**
- Upon completion of 120 certificate renewal credits, educators must submit their signed **Renewal Credit Computation Sheet (green)**, **Request for Change/Action Form (blue)**, and the **Renewal Credit Pre-Approval and Verification Form (Section I, II, III completed and signed)** to the District Certificate Renewal Plan Coordinator with verification attached.
- Forms may be found on the Chesterfield County School District website under *For Staff/Teacher Quality/Renewal Credit Program*.
- When taking college courses for **credit renewal**, send transcripts to Janice Rivers at CCSD. When you receive your new certificate you can begin collecting credit renewal points after the Summer I session. (Anytime after July 1<sup>st</sup>.)
- Anyone leaving Chesterfield County District must have an exit conference with the District Certificate Renewal Plan Coordinator if you would like to maintain your certificate.

***Individuals are responsible for maintaining appropriate documentation in order to receive certificate renewal. Failure to do so may result in non-renewal.***

## **Chesterfield County School District Instructions for Certificate Renewal**

Each spring/fall during evaluations, administrators and educators will discuss:

1. goals for GBE and Professional Growth and Development Plan
2. professional development strategies and activities
3. outcomes which may count toward certificate renewal credit based on the Certificate Renewal Credit Matrix

Each professional development activity the educator requests for renewal credit must be pre-approved and verified upon completion. There are a few exceptions concerning pre-approval. They are: workshops or courses within the district including technology classes, workshops that are offered at the school or district level, trained mentor assignments, or credit for serving on an ADEPT/SAFE-T team. Otherwise, the procedure is:

1. Complete Section I of the appropriate *Renewal Credit Pre-Approval and Verification Form* (choose from Options 1 -11).
2. Submit the form to the Office of Teacher Quality for approval. The Coordinator will approve the activity and file your request. A copy will be returned to you for your records.
3. When you have completed the activity for the selected option, attach the required verification to the *Renewal Credit Pre-Approval and Verification* form and re-submit the form with the verification to the Office of Teacher Quality. A verified copy will be returned to you for your records.
4. Once you have obtained 120 renewal points, you must submit a ***Renewal Credit Computation Sheet*** (green) and a ***Request for Change/Action*** form (blue) to the Office of Teacher Quality.
5. The district's Coordinator of Teacher Quality will submit the required change of action information reflecting successful completion for certificate renewal to the state department. The State Department of Education **will not** mail a hard copy of the certificate to the educator. Educators may print a copy from [www.scteachers.org/cert](http://www.scteachers.org/cert) and may check their renewal status at any time. If the educator needs a hard copy, one can be obtained by sending a ***Request for Change/Action*** Form to SCDE with a \$10.00 fee.

Detailed explanations are found in the State Department of Education (SDE) Credit Renewal Matrix. Forms can be located in this notebook and on the CCSD website under For Staff/Teacher Quality.

**EACH EDUCATOR IS RESPONSIBLE FOR MAINTAINING ALL  
REQUIRED DOCUMENTATION IN A FILE OR NOTEBOOK.  
FAILURE TO DO SO MAY RESULT IN NON-RENEWAL.**

## **II. APPEAL PROCESS**

- A. The educators should always refer to their
- Goals-Based Evaluation (GBE) Plan/Professional Growth and Development Plan
  - Renewal Credit Matrix
  - Documentation for pre-approval and confirmation for each activity to verify cause for appeal.
- B. In the event an activity is not approved, the educator has the right to appeal within 30 days by submitting the Appeal Form to the District Credit Renewal Plan Coordinator.
- C. Upon receiving the written appeal, the Appeal Committee Chairman will notify the educator in writing of their decision within 30 days.

## **III. MONITORING PROCESS**

- A. The administrator/designee upon request will review the information in the educator's file.
- B. The District's Certificate Renewal Plan Committee will review the District Certificate Renewal Plan annually.
- C. The Appeal Committee for Chesterfield County School District consists of one certified staff member from each of the following positions:

District Office Administrator

Principal

Teacher

***\*All credit appeals must be submitted within 30 days of credit denial.***

Name	Certificate Number
School / Position	Date
Option	Amount of credit
Activity	Date submitted to Administrator/Designee

**1. DESCRIPTION OF ACTIVITY**

**\*\*\*\*\* Attach verification of this activity to this form. \*\*\*\*\***

Explain:

- the activity offered for renewal credit
- how it supports your Professional Growth and Development plan and school/district goals
- the process you followed to submit this credit
- why this credit should count toward your certificate renewal

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. EXPLANATION OF CREDIT DENIAL**

Explain why this activity was denied renewal credit for this educator.

*Administrator/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (30 days)*  
*After Administrator/Designee response and signature, send to District CRP Coordinator.*  
*District Credit Renewal*  
*Plan Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

**3. APPEAL STATUS:**       Approved       Denied

State reason for approval or denial.

*Signature of Chairman of Appeal Committee: \_\_\_\_\_ Date: \_\_\_\_\_*