



Rock Hill Schools

Certificate Renewal Credit Plan

Guidelines for Implementation and Documentation of Credit

Updated 2013

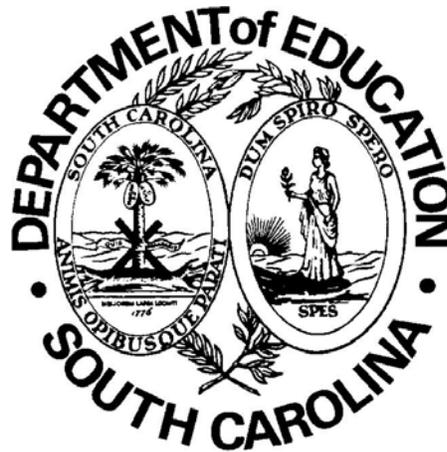
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Certificate Renewal Plan

Guidelines for Implementation



**OFFICE OF TEACHER CERTIFICATION
DIVISION OF TEACHER QUALITY**

SOUTH CAROLINA DEPARTMENT OF EDUCATION

**Inez Moore Tenenbaum
State Superintendent of Education**

Revised 2004

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Overview and Guidelines

Purpose

The purpose of the certificate renewal plan is to provide a mechanism that will enable educators employed in a South Carolina public school district and educators employed by participating educational entities 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. be operationally efficient.

Description

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.

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. a 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.

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 for Change/Action” form (available on the Division of Teacher Quality Web site at www.scteachers.org) 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 Web site.

Renewal Credit Matrix
CERTIFICATE RENEWAL PLAN
PROFESSIONAL DEVELOPMENT OPTIONS
FOR SOUTH CAROLINA EDUCATORS

Educators who are not employed in a public school district or who are not in a position that requires a South Carolina educator certificate are restricted to Options 1 and 2 on this Matrix.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>1. College Credit</p> <p>Max. = 120 credits</p>	<p>All courses must:</p> <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. 	<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"> • an official transcript from the college or university.
<p>2. State Department of Education Certificate Renewal Course</p> <p>Max. = 120 credits</p>	<p>All certificate renewal courses must:</p> <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 the SBE criteria. 	<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"> • a report from the course administrator, as required by current SBE guidelines for certificate renewal courses.
<p>3. State Department of Education approved CEU credits</p> <p>Max. = 120 credits</p>	<p>SDE approved CEU credits are:</p> <ul style="list-style-type: none"> • ASHA approved credits for Speech Language Therapist licensure • Board of Examiners of Psychology approved courses for Psychologist licensure • CEUs issued by regionally accredited colleges and universities 	<p>Maximum: up to 120 renewal credits may be earned in SDE approved CEUs</p> <p>Accrual rate: 1 CEU = 10 contact hours</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • an official transcript from a college or university or • an official document of completion from the provider of the ASHA and the Board of Examiners of Psychology approved courses.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>4. Publications</p> <p>Max. = 60 credits</p> <p>(further information provided at the end of matrix)</p>	<p>Publications must:</p> <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). 	<p>Maximum: up to 60 renewal credits may be earned during the five-year validity period.</p> <p>Accrual rate:</p> <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. 	<p>In order to receive renewal credits via this option, the educator must provide</p> <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.
<p>5. Instruction</p> <p>Max. = 60 credits</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 via 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><u>District Clarification:</u> No more than 10 one-hour presentations in a 5-year cycle (total of 30 credits) will be allowed.</p>	<p>In order to receive renewal credits via 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>Max. = 120 credits</p> <p>(further information provided at the end of the matrix)</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 via 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><u>District Clarification:</u> Usually applies to <u>training</u> lasting more than a day (ADEPT, peer mediation, computer courses, etc. not in Option 2)</p>	<p>In order to receive renewal credits via 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>Max. = 60 credits</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/certification as an assessor/evaluator on a national or state-approved accreditation, assessment, or evaluation team (e.g., ADEPT evaluator, principal assessor, SACS evaluator, external review team [ERT] evaluator, NCATE evaluator, NBPTS assessor; and upon the educator’s completion of all requirements of the assessment/evaluation process. 	<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 Participation on an ADEPT Evaluation Team = maximum 30 credits</p> <p><u>District Clarification:</u> ADEPT team (2 sem) = 15 credits ADEPT team (1 sem) = 7 credits HOUSSE team = 7 credits SACS team = 10 credits (max. of 30 credits for SACS participation in 5-yr cycle)</p>	<p>In order to receive renewal credits via 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 Instructional Coaching</p> <p>Max. = 60 credits</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 via this option during the five-year validity period.</p> <p>Accrual rate (maximums):</p> <ul style="list-style-type: none"> supervision of student intern (one semester) = 20 renewal credits mentoring (full year) = 30 renewal credits coaching (full year) = 20 renewal credits internships = 20 renewal credits <p><u>District Clarification:</u></p> <ul style="list-style-type: none"> supervision of field exper. (1 sem) = 7 renewal credits work with teacher cadet = 5 renewal credits supervision of principal intern = 15 renewal credits 	<p>In order to receive renewal credits via 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>Max. = 60 credits</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 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>Maximum for each activity within this option: 30 renewal credits</p> <p><u>District Clarification:</u></p> <ul style="list-style-type: none"> • Major Project = 20 renewal credits • Grant/Research = 5 renewal credits per \$500; not to exceed 30 credits 	<p>In order to receive renewal credits via 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>Max. = 60 credits</p> <p>Includes conferences, workshops, task forces, etc.</p> <p>(further information provided at the end of matrix)</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 via 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><u>District Clarification:</u> Maximum of 30 credits may be accrued for conferences, with 1 credit awarded for each hour of direct contact.</p>	<p>In order to receive renewal credits via 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).
<p>11. Professional Development Activity (CEU Credit)</p> <p>Max. = 120 credits</p> <p>IACET CEU Credit –</p> <p>(further CEU 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"> • 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. 	<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"> • 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.

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: <<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 Plan for Educators in Rock Hill Schools

Purpose

The purpose of the District's certificate renewal plan is to define the manner in which the District will comply with state regulations for renewing PROFESSIONAL certificates of currently employed educators. This 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.

Steps in the Renewal Credit Process

The four steps an educator in the Rock Hill Schools follows in renewing a PROFESSIONAL certificate are:

- **development** of a Professional Growth Plan which identifies goals and renewal credit activities;
- **approval** of activities, as necessary;
- **documentation** of activity completion; and
- **submission** of renewal credits to the Personnel Department.

Each of these steps is critical in renewing a PROFESSIONAL certificate at the end of the five-year validity period.

Note: Other types of certificates (**INITIAL, CRITICAL NEEDS, or INTERNATIONAL**) require renewal through completion of SDE prescribed requirements and cannot be renewed following this renewal credit process.

Development of a Professional Growth Plan

All certified educators will develop a Professional Growth Plan (Appendix A) that includes goals designed to promote their professional growth. The PGP will be reviewed and revised annually by the educator in consultation with his/her Renewal Credit Advisor (RCA), i.e., principal or immediate supervisor. Goals must be tied to state and/or local standards and strategies to promote student achievement and professional growth of educators.

Goals achieved through activities that are above and beyond an educator's required job responsibilities, which are completed while an employee of the Rock Hill Schools, and which meet the eligibility criteria on the state renewal credit matrix may count credits toward renewal of their certificates. To determine whether or not an activity meets these criteria, respond to the following questions about the activity:

- Does it promote student achievement?
- Does it go above and beyond normal job expectations?
- Does it directly relate to the professional growth of the educator?
- Does it support the individual's professional growth plan and/or specific school and/or district goals?
- Does it meet eligibility criteria for the renewal credit option/activity on the state matrix?
- Does it have the proper supporting documentation for verification?

Approval of Activities

District-sponsored activities do not require pre-approval, but they may not automatically count toward an educator's renewal. The previous criteria should be consulted to determine applicability to each educator. Pre-approval is required for all activities that are NOT district-approved or district-sponsored unless there is an exception noted in the matrix. All district-sponsored and school-sponsored activities for which credit is awarded will be posted in MyLearningPlan.

Documentation of Activity Completion

All **educators will be responsible for maintaining their documentation** (transcripts, certificates, products, publications, etc.) for credit renewal. Some documentation may also be maintained in MyLearningPlan. This documentation must be kept for at least one year beyond renewal of a certificate.

Submission of Renewal Credits

Educators who fall into one of the three categories below must submit to the Personnel Department a Recertification Computation Sheet (Appendix B) **between May 15 and June 15 of each school year:**

- Have a **Professional** certificate that expires at the end of the current school year (June 30, 20__?);
- Have a **Professional** certificate and are leaving the district at the end of the current school year;
- Have a **Professional** certificate that expires at the end of the NEXT school year and have already earned 120 credits.

The following steps should be followed by educators in submitting renewal credits to the Personnel Department for recording at the state level.

1. Gather all documentation for activities that can be used for credit renewal. Consult the Renewal Credit Matrix on pp. 5-9 in your materials.
2. Fill out the Recertification Computation Sheet (pp. 16-17) by listing all activities under the appropriate option for which you have documentation, the date of completion of the activity, and the number of credits awarded for each. If you have questions about whether or not an activity fits the matrix, first look at the criteria that must be met for an activity to count for renewal credit (pp. 2-3 in renewal credit materials) before determining where it might fit on the matrix (pp. 5-9).
3. Check the first box on p. 2 of the Recertification Computation Sheet to allow the district to renew your certificate through the state system.
4. Meet with your Renewal Credit Advisor (RCA) to review your documentation and have the computation sheet signed and dated by both you and your RCA.
5. Submit **ONLY** the completed Recertification Computation Sheet **to Personnel by June 15 of the current school year.**
6. Maintain all documentation used for credit renewal and keep a copy of the Recertification Computation Sheet before sending it to Personnel.

All renewal credits for the three groups mentioned above will be submitted annually to the State Department of Education by the Personnel Department. Individuals will be able to accrue credits during the year their certificate expires, however, if the required credits have not been acquired up to that point.

Appeals Process

In the event an activity is not approved or there are questions about the amount of credit awarded, the educator has the right to appeal. The steps in the appeals process are as follows:

1. Appeals must be made within two weeks of the approval denial.
2. An appeal must be submitted to the Personnel Office by completing the Renewal Credit Appeal Form (Appendix C) and attaching the denied pre-approval request and any other relevant documents (goal sheets, etc.).
3. A peer review committee comprised of members from schools selected on a rotation and the Associate Superintendent for Planning, acting as the committee chair, will consider the appeal and render its decision.
4. If denied, the decision can be appealed a second time to the Associate Superintendent for Instruction by submitting the same documents within one week of receiving the peer review committee's decision. The decision of the Associate Superintendent for Instruction will be final and will be communicated to the individual and the Personnel Office within a week.

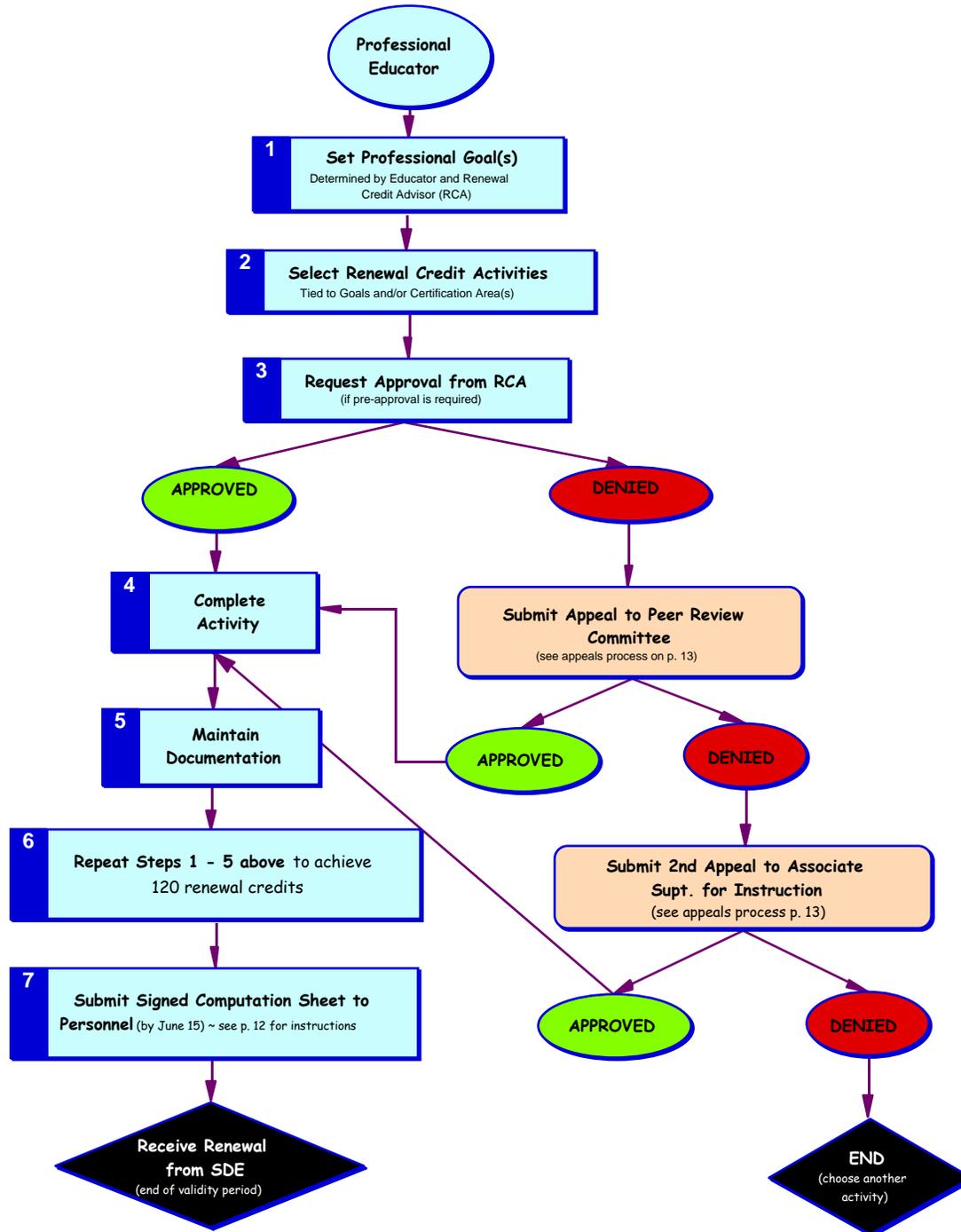
Monitoring the Goals Process

Each educator will bring the documentation of completion of activities to each GBE/goals conference for goals review and professional development renewal credit review. Thus, documentation and progress toward goal attainment will be reviewed at least once a year, and the renewal credit advisor (RCA) will sign off that goal(s) have been completed.

Sponsoring a Renewal Credit Activity

Principals, supervisors and other district administrators who wish to sponsor an activity that grants credit renewal may submit their activity for approval on MyLearningPlan a minimum of three weeks prior to the date the activity is to begin. If the activity is approved, it will be posted for participants to register online in MyLearningPlan. If the activity is not approved, the person initiating the request may follow the appeals process. Sponsors must keep a record of attendance and participation time. At the conclusion of the activity, the sponsor will record the completion for each participant in MyLearningPlan.

Renewal Credit Process Flow Chart



Rock Hill School District Three

EDUCATOR'S PROFESSIONAL GROWTH PLAN

~ To be reviewed yearly and revised as needed ~

Professional Educator _____

Beginning Date / Ending Date

Certificate Number _____ Validity Dates of Certificate _____ / _____

Area(s) of Certification _____

School/Office _____ Position _____

GOALS FOR YOUR PROFESSIONAL GROWTH & DEVELOPMENT

Goal Type: 1. GBE goal; 2. School/District Renewal Plans; 3. Professional Development

STATED GOAL	GOAL TYPE	STRATEGIES TO MEET GOAL	RENEWAL ACTIVITIES (if applicable)
		1. 2. 3. 4. 5.	

Date:
Professional Educator's Signature:

Date:
Supervisor's Signature:

**South Carolina
Renewal Computation Sheet
for Professional Educators**

Last name	First name	M.I.	Former name if needed
Social Security # (optional)	SC Certificate # (required)	Highest degree	*Certificate Validity Period ___/___/___ to 06/30/___

OPTION/DESCRIPTION/MAXIMUM POINTS *All points must fall within the certificate validity period.

Course No./Title	Ending Date	Administrator's Pre-approval If required	Points Earned
Option 1: College Credit (120)			
Graduate Course No./Title College			
Graduate Course No./Title College			
Option 2: SDE Certificate Renewal Course (120)			
Course No./Title Location			
Course No./Title Location			
Course No./Title Location			
Course No./Title Location			
Option 3: State Department Approved CEU credit (120)			
Activity Location			
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			
Workshop or Course Title Location			
Option 6: Professional Training (120)			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Option 7: Professional Assessor/Evaluator (60)			
Type Duties			
Type Duties			

Course No./Title	Ending Date	Administrator's Preapproval if required	Points Earned
Option 8: Mentorship, Supervision, or Mentoring (60)			
Type			
Type			
Type			
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			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Option 11: Professional Development Activity - CEU Credit (120)			
Title			
Title			
Title			
Total Renewal Credits Earned > >			

The renewal credit listed on this computation sheet has been reviewed and accepted under the SDE Renewal Credit Plan toward this educator's professional certificate renewal. The educator maintains the verification for each of these activities, and we request these credits to be entered into the educator's certification records.

The Jason Flatt Act requirement has been satisfied by this educator (mm/yyyy) _____

Signature of Educator: _____ Date: _____

Signature of Renewal Credit Administrator: _____ Date: _____



Renewal Credit Appeal Form

Date of Review: _____

Employee Name _____ Position _____

Department/School _____ School Renewal Credit Advisor: _____

Date of Initial School Leave Denial:

Request for review of denial by: Peer Review Committee
Date of Peer Review Committee Denial: _____

Associate Superintendent for Instruction
Date of Assoc. Superintendent Denial: _____

I believe this activity should be approved for the following reason(s):

Signature:

Date:

Please attach the following:

- 1) Pre-Approval and Verification Forms
- 2) Professional Development Plan

Appeals cannot be addressed without the submission of the above documents.

- All appeals must be made within **two weeks** of each level denial.
- All appeals must **first** be addressed by the Peer Review Committee
- Please submit this form and all requested documentation to the Associate Superintendent for Instruction for **second** appeal.
- This form should be kept by the individual educator after the final resolution of all appeals has occurred.

Peer Review Committee School Rotation

Each school will choose a representative to serve on the Peer Review Committee during the months assigned below. The Associate Superintendent for Planning and Program Support will call meetings as deemed necessary based on appeals received.

July – September:	Rawlinson Road, Phoenix Academy, Rebound, Sunset Park, Belleview, Lesslie, Richmond Drive, Mt. Holly, Renaissance
October – December	Castle Heights, South Pointe, Ebinport, Independence, Rosewood, Mt. Gallant, India Hook, Dutchman Creek
January – March	Sullivan, Rock Hill High, Ebenezer Avenue, York Road, The Children's School @ Sylvia Circle, Northside
April – June	Saluda Trail, Northwestern, Finley Road, Central Child Development, Oakdale, Old Pointe, Rebound

ROCK HILL SCHOOL DISTRICT THREE

Renewal Credit Certificate of Completion

Title of Activity/Workshop:

Provider:

Date(s) of Activity:

Maximum Total Contact Hours:

Location of Activity:

Objective of Activity:

Intended Audience for Activity:

Total Contact Hours:

Renewal Credit(s) Earned:

Option #

(refer to matrix)

Participant's Name

Participant's School/Location

Official Signature of Renewal Credit Provider