

# **Spartanburg School District 3**

## **Certificate Renewal Guidelines Professional Growth and Development Plan**



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Superintendent**

**Guidelines Effective Beginning  
July 1, 2002**

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## Overview and Guidelines

### Purpose

The purpose of the certificate renewal plan is to enable Spartanburg School District 3 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 these 120 renewal credits through professional development activities that:

- 1) directly relate to the educator's professional growth and development plan;
- 2) support the goals of Spartanburg School District 3;
- 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 principals 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 Spartanburg School District 3 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 activities that directly 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 district.

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 matrix

An educator must develop a Certificate Renewal Plan by using the **GOALS BASED EVALUATION** planning form. The educator has the responsibility to develop a certificate plan. During the Goals Based Evaluation conferences, the educator should bring the certificate renewal notebook including the computation form and all verifications and work with the principal to gain approval of the renewal plan. The State and the District places the responsibility for certificate renewal with the educator.

*Failure to maintain a valid teaching license may result in termination of employment with Spartanburg School District 3.*

## Procedures for Credit Renewal

Educators who have not earned a Master's degree must complete at least one three-hour graduate course (60 points) per renewal cycle.

Administrators must earn at least 20 renewal credits from activities to enhance teacher support.

### **Educator's responsibility:**

- 1) Develop a proposed plan for license renewal using the Spartanburg School District 3 Goal Based Evaluation Form. Educator must bring certificate renewal notebook with computation sheet and verifications to Goals Based Evaluation meetings. Principals will review at that time.
- 2) Monitor the number of points earned and modify the proposed plan so that 120 points are earned by the end of the renewal period.
- 3) Record completed activities as well as approved activity numbers on the Recertification Computation Sheet.
- 4) Keep all documentation of completed activities including Recertification Activity Verification Recertification **Computation Sheet, college transcripts, workshop certificates, etc.** in the provided notebook, preferably at the school or work location. It is the educator's professional responsibility to obtain and keep verification of activities.
- 5) Submit verification of completed activities to the Office of Personnel **after February 1 and no later than June 1 of the expiration year.** This includes the Recertification Computation Sheet, official transcript(s), and all other activity verification.

### **Administrator's responsibility:**

- 1) District sponsors of possible District sponsored credit activities will email a request to the Assistant Superintendent for Instruction ([rgoode@spartanburg3.org](mailto:rgoode@spartanburg3.org)) to request approval of the activity (See **Request to Sponsor a Recertification Activity** Form). Approval or disapproval will be sent in writing to the administrator requesting credit renewal on behalf of their teachers. Sponsors of approved activities will email a roster of participants including the title, dates and points earned for the activity. Certificates will be sent to the participants on the roster.
- 2) Administrators should monitor attendance at school approved activities. Participants for district approved activities must sign-in and sign-out noting time in attendance. Only partial credit will be issued for personnel who are excused for early departure.

- 3) Requests should not be made for activities taking place on the staff development days required by contract. Requests may only be made for staff development activities.

## Renewal Credit Notes:

- 1) Pre-Approval to participate in a professional development activity for recertification points is required for some activities (Workshops, conferences, Grants, and supervising a student teacher, etc. For those activities where no pre-approval is required, activities must meet eligibility criteria as described 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 Assistant Superintendent for Instruction.

Option		Max Points	Pre-Approval Required	
			In-District Activity	Out-of-District Activity
1	College Credit	120	*NO	*NO
2	SDE Cert. Renewal Course	120	*NO	*NO
3	Publications	60	*NO	*NO
4	Instruction	60	YES	YES
5	Professional Training	120	*NO—Regular Staff Development Activities on contract days are not eligible.	YES
6	Professional Assessor/Evaluator	60	*NO	YES
7	Mentorship, Supervision or Instructional Coaching	60	*NO	YES
8	Educational Project, Collaboration, Grant or Research	60	YES	YES
9	Professional Development Activity ( No Continuing Education Credit)	60	*NO	YES
10	Professional Development Activity (Continuing Education Credit)	120	N/A	YES

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

- 2) Submission of recertification activities and points should be done between February 1 and June 1 of the year prior to certificate renewal. Submission should include the Renewal Credit Computation Worksheet completed for the five year period and all required verifications stapled to the back of the worksheet.
- 3) Some activities are highly valued by Spartanburg School District 3 but do not qualify for Renewal Credit. These activities may include activities such as grade level chairperson, committee duties, or yearbook/newspaper sponsors. These activities do not meet the guidelines for professional development.

- 4) The following activities are not intended for Credit Renewal Points:
- Association membership/leadership activities;
  - Committee/board meetings;
  - Business meetings;
  - Required work experience (e.g., staff development days that are a part of the contract, 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.



## **Submitting Renewal Credits for Certification**

An educator who is employed in a position that requires South Carolina educator certification must

- 1) Complete and submit prior approval forms for renewal options/activities within ten days of completion in order to secure credit upon completion of the professional activity.
- 2) Maintain verification of having earned a minimum of 120 renewal credits through professional development activities and certificate renewal options for which all eligibility criteria have been met as specified in the renewal credit matrix.
- 3) Complete section A and section B of the "Renewal Credit Computation Sheet."
- 4) Submit the "Renewal Credit Computation Sheet" and all necessary verification to the Office of Personnel between February 1 and June 1 of the year prior to certificate renewal.

# South Carolina Department of Education Renewal Credit Matrix

## CERTIFICATE RENEWAL PLAN PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<b>1. College Credit</b>	All courses must <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>	Maximum: up to 120 renewal credits may be earned via 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 via this option, the educator must provide <ul style="list-style-type: none"> <li>• an official transcript from the college or university.</li> </ul>
<b>2. State Department of Education Certificate Renewal Course</b>	All certificate renewal courses must <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 SBE criteria.</li> </ul>	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 via this option, the educator must provide <ul style="list-style-type: none"> <li>• inservice course certificate renewal form, as required by current SBE guidelines for certificate renewal courses.</li> <li>• the designated district official will provide this form to the educator.</li> </ul>

<p><b>3. Publications</b></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>4. Instruction</b></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 = 1.5 renewal credits (Note: renewal credits, which are not to exceed half the presentation’s length of time, are allowed for preparation time.)</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 copy of the schedule 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>5. Professional 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> </ul> <p>be successfully completed.</p>	<p>Maximum: up to 120 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> </ul>	<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> </ul> <p>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.</p>

<p><b>6. Professional Assessor/ Evaluator</b></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>7. Mentorship, Supervision, or Instructional Coaching</b></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 hours in length.</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) = 30 renewal credits</li> <li>• mentoring (full year) = 30 renewal credits</li> <li>• coaching (full year) = 20 renewal credits</li> </ul> <p>internships = 10 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide 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.</p>

<p><b>8. Educational Project, Collaboration, Grant, or Research</b></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>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>9. Professional Development Activity (Non-CEU Credit)</b></p>	<p>Renewal credits are awarded only for those (non-CEU) 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 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>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>10. Professional Development Activity (CEU Credit)</b></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 IACET-authorized provider, 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>

## School District 3 Professional Development Matrix

Category	Example	Approved for Certificate Renewal Credits	Criteria or Rationale	Hours Awarded
Assessments -Grading	Grading of National Board portfolios, PACT, etc.	YES	Same as State Regulation – See “Professional assessor/Evaluator” on the State Renewal Credit Matrix	Hour-per-hour
Assessments -Writing	Writing assessment (e.g., benchmark, summer school, etc.)	NO	District Decision – does not fall within the scope of Professional Development	0
Assessor/Evaluator	ADEPT TBE Evaluator Induction Team member Other Professional Evaluator	YES	Same as State Regulation – See “Professional Assessor/Evaluator” on the State Renewal Credit Matrix	Same as State Regulation
Board Member	Board member (e.g., PTA/PTO, SIC, District,.)	NO	District Decision – does not fall within the scope of Professional Development	0
Coaching	Attending coaching clinics	NO	District Decision – does not fall within the scope of Professional Development	0
Committees/Duties	District or school-based committees	NO	Such activities fall within the job requirements of all staff	0
Committees/Duties	Chairperson (e.g., 504, grade level, IEP)	NO	District Decision-does not fall within the scope of Professional Development	0
Committees/Duties	Revising/rewriting teacher handbooks	NO	District Decision – does not fall within the scope of Professional Development	0
Committees/Duties	Textbook adoption committee	NO	Such activities fall within the job requirements of all staff	0
Committees/Duties	School webmasters	NO	District Decision-does not fall within the scope of Professional Development	0
Committees/Duties	Advisory Counsel (e.g., Principal’s, Superintendent’s)	NO	District Decision-does not fall within the scope of Professional Development	0

Category	Example	Approved for Certificate Renewal Credits	Criteria or Rationale	Hours Awarded
Committees/ Duties	Tutoring or working with students	NO	District Decision-does not fall within the scope of Professional Development	0
Committees/ Duties	Yearbook sponsors	NO	District Decision-does not fall within the scope of Professional Development	0
Committees/ Duties	State Department, Statewide Committee, or Regional Committee	YES	Same as State regulation-See "Education Project, Collaboration, Grant, or Research" on the State Renewal Credit Matrix	Hour-per-hour
Coursework	Adult Education Course	YES with restrictions	Class content must relate to participants job responsibilities and goals. See State Matrix- "Professional Development Activity (non-CEU)"	Hour-per-hour
Spartanburg School District 3 Professional Development Activity	After hours, Summer or Full-Day Activity (not conducted on staff development day)	YES	Meets Spartanburg School District 3 Professional Development Guidelines	Hour-per-hour
Instruction	Leading a workshop or presenting at a seminar or conference.	YES	Actual hours presenting plus half those hours for preparation (1 Hour credit=1.5 Renewal) <i>Preparation credit may be given for no more than half of the presentation's length.</i>	Hour-per-Hour + half prep time
Instruction	Teaching a graduate or recertification course.	YES	Same as State Regulation-See "Instruction" on the State Renewal Credit Matrix	Same as State Regulation
Leadership	District 3 Professional Development Contract	YES	Same as State Regulation-See "Educational Project, Collaboration, Grant"	Same as State Regulation

Category	Example	Approved for Certificate Renewal Credits	Criteria or Rationale	Hours Awarded
Leadership	Leader or head of a student and/or parent group	NO	District Decision-does not fall within the scope of Professional Development	0
Leadership	Special event chair, coordinator or team member (e.g. Fine Arts & Music events, PTO special events, Book Fairs, etc.)	NO	District Decision-does not fall within the scope of Professional Development	0
Mentorship, Supervision, or Coaching	Supervising a college student teacher (or its equivalent)	YES	Same as State Regulation-See "Mentorship, Supervision, or Coaching"	Same as State regulation
Mentorship, Supervision, or Coaching	Supervising a college practicum student or its equivalent	YES	District Decision	One semester= 10 PD Hours
Mentorship, Supervision, or Coaching	Induction teacher Mentor	YES	Same as State Regulation-See "Mentorship, Supervision, or Coaching"	Same as State regulation
National Board certification	Participating in the National Board certification process	YES	Hours are earned in the year that the portfolio is completed and sent to the NBPTS	60 Professional Development Hours (30 per semester)
Participation	District Report Card Revision Committee	YES	Count only hours spent in direct participation if not scheduled on staff development day.	Hour-per-hour
Participation	District wide meetings	NO	Count only hours spent in direct participation	0
Participation	First Responder and Initial Blood borne Pathogens Training (not review)	Yes	Count only hours spent in direct participation if not scheduled on staff development day.	Hour-per-hour
Participation	Special District/State Training (e.g., MAP, PACT, etc.)	YES*	*Only if outside of job requirements. Count only hours spent in direct participation. Do not count hours during staff development days.	Hour-per-hour
Participation	Parent meetings in the evening	NO	District Decision-does not fall within the scope of Professional Development	0



## Forms

- 1. Renewal Credit Computation Sheet—Use this sheet to maintain records of all staff development. Staple verification documents to this form when submitting between February 1 and June 1 of the expiration year for certificate renewal. (Submit to Personnel Office)**
- 2. Request for Change/Action—Use this form to request a change in certificate status. This form must be submitted with renewal Credit Computation Sheet. (Submit to Personnel Office)**
- 3. Renewal Credit Pre-Approval and Verification Form for Professional Development Activity—Use this form to request pre-approval of a workshop or conference. (Submit to Assistant Superintendent for Instruction)**
- 4. Renewal Credit Pre-Approval and Verification Form for Mentorship, Supervision, or Instructional Coaching—Use this form to request pre-approval for supervising a student teacher or practicum student. (Submit to Assistant Superintendent for Instruction)**
- 5. Renewal Credit Pre-Approval and Verification Form for Educational Project, Collaboration, Grant or Research—Use this form to receive pre-approval and number of credits for grant writing and other educational projects. (Submit to Assistant Superintendent for Instruction)**
- 6. Request to Sponsor a Recertification Activity—Principals submit for staff development activities conducted for teachers and others that are beyond the acceptable time for meetings after school (i.e., SIP, Thinking Maps follow-up, etc.)**
- 7. Sample Notice of Certificate Renewal Credit Form—A sample of the certificate that will be awarded to participants for approved professional development (Instruction, Mentorship, Grant Writing, Instructional Coaching, etc.)**

## Renewal Credit Computation Sheet

Educators should maintain a running tally on this form. Verification of each activity should be maintained in a notebook. The computation sheet and verification must be submitted to Personnel between February 1 and June 1 of the certificate expiration year.

Check one of the following:

- I am employed in a setting that requires South Carolina educator certification. **(Complete sections A and B below.)**
- I am *not* employed in a setting that requires South Carolina educator certification. **(Complete sections A and C below.)**

SECTION A				
Last name:		First name:	MI:	Former name if needed:
Social Security number:		S.C. certificate number:	Total number of renewal credits earned: <span style="float: right;">↔</span>	
Option	Description	Renewal Credits		
		Maximum	Earned	
1	College Credit	120		
2	State Department of Education Certificate Renewal Course	120		
3	Publications	60		
4	Instruction	60		
5	Professional Training	120		
6	Professional Assessor/Evaluator	60		
7	Mentorship, Supervision, or Mentoring	60		
9	Educational Project, Collaboration, Grant, or Research	60		
9	Professional Development Activity (Non-CEU Credit)	30		
10	Professional Development Activity (CEU Credit)	120		
SECTION B		TO BE COMPLETED BY THE APPLICANT		
Applicant	Official	I hereby verify that (check all appropriate)		
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All activities directly relate to my professional growth and development plan, support the goals of the employing educational entity, promote student achievement, and meet the criteria specified in the renewal credit matrix.</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Appropriate verification relative to the completion of all activities has been reviewed and will be maintained. Verification must be stapled to this form and returned to the Office of Personnel between February 1 and June 1 of the certificate expiration year.</li> </ul>		
Signature of applicant:		District/agency:	Date:	
Signature of official:		Title:		
SECTION C		TO BE COMPLETED BY APPLICANT		
		I hereby verify that (check all appropriate)		
<input type="checkbox"/>		<ul style="list-style-type: none"> <li>All activities (1) relate directly to my current area(s) of certification, to a formal program of study in a certification area in which I am officially enrolled, or to the goals of my employing educational entity and (2) meet the criteria specified in the renewal credit matrix.</li> </ul>		
<input type="checkbox"/>		<ul style="list-style-type: none"> <li>All appropriate verification [<i>not to exceed two pages per activity</i>] is attached.</li> </ul>		
Signature of applicant:		Date:		

# Request for Change/Action

Office of Personnel  
Spartanburg School District 3  
P. O. Box 267  
Glendale, South Carolina 29346

SSN: \_\_\_\_\_ S.C. certificate #: \_\_\_\_\_ District name: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI Former name if needed

Mailing address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

I am currently applying for or participating in the alternative route to certification (circle one): YES NO

- 1. Evaluate my transcripts for the alternative certification program in the subject area of \_\_\_\_\_ .
- 2. Renew my certificate. All required documentation has been submitted.\*
- 3. Evaluate my file for adding the area of \_\_\_\_\_ OR  
a master's + 30 graduate semester hours in the area of \_\_\_\_\_ .
- 4. I would like a one-year extension of my certification.
- 5. Advance my certificate to the bachelor's + 18 graduate semester hours level.\*
- 6. Advance my certificate to the master's degree level.\*
- 7. Advance my certificate to the master's + 30 graduate semester hours level\* in the area of \_\_\_\_\_ .
- 8. Advance my certificate to the doctoral degree level.\*
- 9. Add the following certificate field(s), for which *all requirements have been met*: \_\_\_\_\_ .
- 10. Approve [course title] \_\_\_\_\_ from [institution] \_\_\_\_\_  
for the purpose of \_\_\_\_\_ . A course description is attached.
- 11. Change my name and/or address to what I give above.
- 12. Add additional year(s) of teaching experience credit. Verification forms are on file or enclosed.
- 13. Send me a duplicate certificate. The five-dollar fee is enclosed. [*check or money order only*]
- 14. Other: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

# Request for Change/Action

Office of Personnel  
Spartanburg School District 3  
P. O. Box 267  
Glendale, South Carolina 29346

SSN: \_\_\_\_\_ S.C. certificate #: \_\_\_\_\_ District name: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI Former name if needed

Mailing address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

I am currently applying for or participating in the alternative route to certification (circle one): YES NO

- 1. Evaluate my transcripts for the alternative certification program in the subject area of \_\_\_\_\_ .
- 2. Renew my certificate. All required documentation has been submitted.\*
- 3. Evaluate my file for adding the area of \_\_\_\_\_ OR  
a master's + 30 graduate semester hours in the area of \_\_\_\_\_ .
- 4. I would like a one-year extension of my certification.
- 5. Advance my certificate to the bachelor's + 18 graduate semester hours level.\*
- 6. Advance my certificate to the master's degree level.\*
- 7. Advance my certificate to the master's + 30 graduate semester hours level\* in the area of \_\_\_\_\_ .
- 8. Advance my certificate to the doctoral degree level.\*
- 9. Add the following certificate field(s), for which *all requirements have been met*: \_\_\_\_\_ .
- 10. Approve [course title] \_\_\_\_\_ from [institution] \_\_\_\_\_  
for the purpose of \_\_\_\_\_ . A course description is attached.
- 11. Change my name and/or address to what I give above.
- 12. Add additional year(s) of teaching experience credit. Verification forms are on file or enclosed.
- 13. Send me a duplicate certificate. The five-dollar fee is enclosed. [*check or money order only*]
- 14. Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To initiate the change/action, submit this form to the Office of Personnel.**

**PROFESSIONAL DEVELOPMENT ACTIVITY (Non – CEU Credit)**

[e.g., conferences, workshops, task forces)

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

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

<b>Type of Professional Development Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 30 renewal credits during the 5-year validity period of the certificate Accrual Rate: One hour of direct participation = 1 renewal credit
<b>Activity Description or Objectives:</b>
<b>Does this activity exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

*Section II: Pre-Approval (Optional for completion by the district/agency official prior to the educator’s participation in the evaluation/assessment process)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

*Section III: Verification and Approval (Must be completed by the district/agency official prior to the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator’s successful completion of the Professional Development Activity and indicating the date(s) and the number of hours of direct participation.	
<b>Approval (Required)</b> Have all of the eligibility and verification requirements been satisfied? <input type="checkbox"/> Yes. The educator is eligible to receive _____ renewal credits. <input type="checkbox"/> No.	
Signature of District/Agency Official	Title

**MENTORSHIP, SUPERVISION OR INSTRUCTIONAL COACHING**  
(i.e., Supervising Student Teacher, Practicum Student, Serving of Remediation team)

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

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

<b>Type of Mentoring, Supervision or Coaching Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate Accrual Rate: Supervision of student teacher = 20 credits, Mentoring for a year = 30 credits, Coaching for a year = 20 credits
<b>Did you complete an approved training program in this area?</b>
<b>Does the mentorship, supervision or coaching activity in this area exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?

*Section II: Pre-Approval (Optional for completion by the district/agency official prior to the educator's participation in Mentorship, Supervision or Coaching process)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

*Section III: Verification and Approval (Must be completed by the district/agency official prior to the time of certificate renewal)*

<b>Verification (Required)</b> <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.	
<b>Approval (Required)</b> Have all of the eligibility and verification requirements been satisfied? <input type="checkbox"/> Yes. The educator is eligible to receive _____ renewal credits. <input type="checkbox"/> No.	
Signature of District/Agency Official	Title

**EDUCATIONAL PROJECT, COLLABORATION, GRANT OR RESEARCH**  
(i.e., EIA grant, Data Collection)

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

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

<b>Type of Project, Collaboration, Grant or Research:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate Accrual Rate: One hour of direct participation = 1 renewal credit
<b>Do you hold certification in the area related to this project, collaboration, grant or research?</b>
<b>Does this activity exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

*Section II: Pre-Approval (Optional for completion by the district/agency official prior to the educator's participation in the evaluation/assessment process)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

*Section III: Verification and Approval (Must be completed by the district/agency official prior to the time of certificate renewal)*

<b>Verification (Required)</b> <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.	
<b>Approval (Required)</b> Have all of the eligibility and verification requirements been satisfied? <input type="checkbox"/> Yes. The educator is eligible to receive _____ renewal credits. <input type="checkbox"/> No.	
Signature of District/Agency Official	Title

## Request to Sponsor a Recertification Activity

Please complete this form for any district initiated professional training at the school level. Please submit to the Assistant Superintendent for Instruction.

<b>Principal's Last Name</b>	<b>First Name</b>	<b>Middle</b>
<b>Employer</b>		<b>Position</b>

**Section I: Descriptive Information** (To be completed by the principal on behalf of teachers)

<b>Type of Professional Development Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Beginning Time</b> <span style="float: right;"><b>Ending Time</b></span>
<b>Number of Renewal Credits Sought:</b> Maximum: One hour of direct participation = 1 renewal credit
<b>Activity Description or Objectives:</b>
<b>Does this activity exceed typical job requirements?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Section II: Pre-Approval** (Optional for completion by the district/agency official prior to the educator's participation in the evaluation/assessment process)

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

**Section III: Verification and Approval** (Must be completed by the district/agency official prior to the time of certificate renewal)

<b>Verification (Required)</b>	
4) <input type="checkbox"/> Submission of an email roster of participants including the title, dates and points earned for the activity for each person. Failure to email information voids all renewal credit. 5) Certificates will be sent to the participants on the roster. Certificates to individuals necessary for verification.	
<b>Approval (Required)</b> Have all of the eligibility and verification requirements been satisfied? <input type="checkbox"/> Yes. The educator is eligible to receive _____ renewal credits.	
Signature of Principal	Date



# Notice of Certificate Renewal Credit

Name of Participant

Name of Course or Workshop

This fulfills certificate renewal credit for Option #

Date

Renewal Credits Earned

Number of

Signature of District  
Official \_\_\_\_\_

Notice: This verification must have the Spartanburg School District 3 seal to be valid.