

University of South Carolina Upstate
School of Education
Certification Renewal Plan



Dr. Pamela Wash, Renewal Credit Coordinator

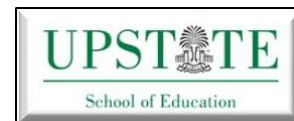
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****Please note that all Pre-Approval Forms are stored in a separate document. These can be accessed on the pdrive in the folder *USC Upstate Certification Renewal Plan*.**

South Carolina Department of Education
Renewal Credit Plan Contact Information
for
Educational Entities

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Complete Address	800 University Way Spartanburg, SC 29303
District	NA
Director/Supervisor	Dr. Pamela D. Wash
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University of South Carolina Upstate Certification Renewal Plan School of Education

Certification Renewal Overview:

South Carolina's Certification Renewal System for certified staff became effective July 1, 2004. Renewal credits (120) must be earned within the five year validity period of the certificate as outlined in the Renewal Credit Matrix. They must support the educator's professional growth and development plan as outlined in the Goals Based Evaluation documents.

This document, University of South Carolina Upstate Certification Renewal Plan, contains information and forms to help guide the educator through the process of renewing certification.

Introduction:

The Certificate Renewal Plan guidelines apply to any person who holds a valid South Carolina professional educator's certificate. The current employment status of the educator determines the specific steps the educator must complete to renew his/her professional educator's certificate. A South Carolina 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.

Purpose

The purpose of the Certificate Renewal Plan is to provide a method that certified educators employed by the USC Upstate School of Education with a contractual agreement can use to apply a broad range of relevant professional development activities to meet their certification renewal requirements. South Carolina state statute and State Board of Education regulations require that a teacher have a valid certificate in the area(s) he or she is teaching. It is the sole responsibility of the employee to maintain a valid certificate. For additional information about certification issues, please visit State Department of Education Office of Teacher Certification website (www.scteachers.org).

The certificate renewal plan is intended to encourage educators to engage in meaningful, quality professional development activities that are directed toward exemplary practices for teacher preparation, ensure that educators are accountable for their continuous professional development, and ensure that the process operationally efficient.

Effective Date:

The USC Upstate School of Education Renewal Plan will become effective upon approval by the SCDoE.

Explanation of the Plan:

An individual who is employed in a position that requires South Carolina educator certification or is employed in a South Carolina Public Entity as defined by the SCDE 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 entity; 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).

An educator who is employed in a South Carolina public entity and holds a position that either requires South Carolina educator certification or would like to maintain 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 School of Education policies related to the processing of renewal credit; and
4. submit necessary verification to the designated administrator for review, approval, and signature.

An educator seeking renewal credit must adhere to the following:

- Renewal activities cannot be part of your contracted duties;
- Renewal activities must be completed during the five year validity period of the teacher certificate;
- If the educator does not have a Master's degree of higher, 60 renewal credits must be graduate level course credit.

This plan is for certificate renewal only. All other certification transactions will be performed by the SC Department of Education, Office of Certification.

Steps to Renewing a Professional Certificate:

1. You must have a Professional or Grade A Certificate to renew your certificate through the USC Upstate School of Education.
 - a. Faculty who have a One - Year Extension on their certificate must contact the State Department of Education, Office of Teacher Certification in order to renew your certificate.
 - b. Faculty who have a Trade and Industry Career and Technology Work-Based Experience Certificate must contact the State Department of Education, Office of Teacher Certification in order to renew your certificate.

2. Professional development activities that are eligible for renewal credit are above and beyond normal job responsibilities (cannot be part of your contracted job duties) and meet one of the options in the Renewal Option Matrix.
3. Faculty must first receive approval for any professional development activities by following the ***Approval, Verification, and Documentation guidelines noted below***. In the event an activity is not accepted for renewal credit, the educator has the right to appeal within six months using the appeal process and form (see ***Appeal Process*** noted below).
4. Review your professional development plan and select activities for renewal credit. The School of Education requires all faculty to submit ***Individual Faculty Goals*** annually each September 15 of each academic year. These are submitted and reviewed by each faculty member's assigned ***rating administrator***. A copy of the form is located in the appendix.
5. Complete activities for renewal credit.
6. At the completion of activities, the educator obtains the appropriate verification form and/or signature and required documentation as specified in the Renewal Credit Matrix or as established by the Renewal Coordinator when the activity was approved.
7. After earning 120 renewal credits, the educator completes the Recertification Computation Sheet and attaches all verification forms and documentation.
8. The Recertification Computation Sheet, required verification forms and documentation, and completed Request for Change/Action Form are submitted to the Renewal Coordinator. All forms must be approved and signed by faculty member, the Renewal Coordinator, and the Dean or Associate Dean of the SoE.
9. Official transcripts may be sent to the Renewal Coordinator or the State Department of Education.
10. To insure that a certificate is renewed prior to its expiration date, forms should be submitted no later than April 15 of the expiration year.
11. When renewal credits have been entered to the state system, the state will renew the certificate.

Approval, Verification, and Documentation Process

- All credit renewal activities must be pre-approved by the Director (Dean of the School of Education) or the Renewal Credit Coordinator (Dr. Pamela Wash) on the “Renewal Credit Pre-Approval and Verification Form” (located on the pdrive in the USC Upstate Certification Renewal Plan folder). Please be sure to complete the correct corresponding “option” form as defined on the Renewal Credit Matrix.
- At the completion of the pre-approved activity a “renewal credit certificate of completion” form or other proper documentation along with the “Renewal Credit Pre-approval and Verification Form” should be submitted to the Director (Dean of the School of Education) or the Renewal Credit Coordinator (Dr. Pamela Wash) for timely approval and signature.
- Keep a copy of all forms in your notebook.
- Submit the original “Renewal Credit Pre-approval and Verification Form” complete with all your signatures to the Renewal Credit Coordinator.
- For Institution sponsored activities, the following must be provided to participants prior to the event:
 - the title of the activity
 - the name of the sponsor/renewal credit provider, including applicable contact information
 - the date(s) and time(s) of the activity
 - the location of the activity
 - the objectives of the activity
 - the intended audience or participants
 - the number of contact hours (excluding all meals and breaks)

This information may be in the form of a brochure, conference program, agenda, etc.

- Certificates issued for institution approved activities should be filed in the Institution Approved Activities section of the Professional Development Notebook.
- Participants for Institution sponsored activities must sign-in and out, noting time in attendance. Partial credit may be given for personnel whose regular responsibilities require early departure.
- All renewal credits will be submitted to the State Department of Education by the Renewal Coordinator.
- All documentation and verification forms must be kept on file by certified personnel for a period of seven years.

- If questions arise, the Renewal Credit Computation Sheet and verification documents should be referred to the Director or Renewal Credit Coordinator for review.

Appeal Process

Certified personnel should always refer to the Renewal Credit Activity Checklist before seeking pre-approval for an activity. Pre-approval forms will be reviewed and signed off on by the Renewal Credit Coordinator. In the event an activity is not approved, the faculty member has the right to appeal. Appeals must be made within two weeks of the approval denial. An appeal must be submitted by completing the appeal form and attaching the denied pre-approval request. These documents must be submitted to the Renewal Credit Coordinator who will meet with the Director (Dean of the SoE). The renewal credit coordinator, in consultation with the Director (Dean) will make a consensus decision based on the information provided. The area renewal credit coordinator and/or the Director (Dean) will inform the faculty member of the consensus decision. (Form on the next two pages)

**South Carolina Certificate Renewal Credit Appeal Form
University of South Carolina Upstate School of Education**

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

The Professional Development Standards are used to determine if Professional Development/Certificate Renewal Activities meet state requirements for High Quality Professional Development.

On the following page, please answer the questions from the right-hand column for each Professional Development Standard as it relates to the Professional Development Activity you are appealing. Please respond on a separate sheet (document) and attach to this form.

Please attach a copy of the Verification required for the activity you are appealing and the answers to the questions on the following page. Submit these to the USC Upstate Renewal Plan Coordinator.

Professional Development Standards

Context	Learning Communities Staff development that improves the learning of all students organizes adults into learning communities whose goals are aligned with those of the school and district.	How does the PD Activity promote Learning Communities in the school and/or district?
	Leadership Staff development that improves the learning of all students requires skillful school and district leaders who guide continuous instructional improvement.	How does the PD Activity promote Leadership in the school and/or district?
	Resources Staff development that improves the learning of all students requires resources (effective use of time and people) to support adult learning and collaboration.	How does the PD Activity promote the effective use of Resources in the school and/or district?
Process	Data Driven Staff development that improves the learning of all students uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.	What data was used to determine the need for this PD Activity?
	Evaluation Staff development that improves the learning of all students uses multiple sources of information to guide improvement and demonstrate its impact.	How will the PD Activity be evaluated in terms of <ol style="list-style-type: none"> 1. participants' reaction; 2. teachers' acquisition of new knowledge and skills; 3. how that learning affects teaching; 4. how those changes in practice affect student learning; 5. how staff development has affected school culture and other organizational structures?
	Research-Based Staff development that improves the learning of all students prepares educators to apply research to decision making.	What published research documents the proven effectiveness of the PD Activity in improving student achievement? (annotated bibliography entry)
	Design Staff development that improves the learning of all students uses learning strategies appropriate to the intended goal.	What Learning Designs (delivery methods, such as collaborative lesson design, action research, study groups, professional networks, coaching, online) are being used in the PD Activity?
	Learning Staff development that improves the learning of all students applies knowledge about human learning and change.	How does the PD Activity model the learning methods that teachers are expected to use with their students?
	Collaboration Staff development that improves the learning of all students provides educators with the knowledge and skills to collaborate.	How does the PD Activity promote Collaboration?
Content	Equity Staff development that improves the learning of all students prepares educators to understand and appreciate all students, create safe, orderly, and supportive learning environments, and hold high expectations for their academic achievement.	How does the PD Activity support all students achieving at high levels?
	Quality Teaching Staff development that improves the learning of all students deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.	How does the PD Activity promote Quality Teaching?
	Family Involvement Staff development that improves the learning of all students provides educators with knowledge and skills to involve families and other stakeholders appropriately.	How does the PD Activity directly or indirectly promote or support Family Involvement?

Renewal Credit Matrix
CERTIFICATE RENEWAL PLAN
PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS
Educators who are not employed in a position that requires South Carolina educator certification are restricted to Options 1, 2 and 3 in the matrix.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
1. College Credit	All courses must <ul style="list-style-type: none"> • directly relate either to the educator's area(s) of certification, or to an area of certification in which the educator is formally enrolled, or to the goals of the educator and/or the educator's employing educational entity; • be taken through an NCATE (National Council for Accreditation of Teacher Education) or regionally accredited college or university or through a college or university that has programs approved for teacher education by the State Board of Education (SBE); • be taken for credit; and • result in a passing grade in a pass/fail class or in a grade of C or better. 	Maximum: up to 120 renewal credits may be earned 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"> • an official transcript from the college or university.
2. State Department of Education Certificate Renewal Course	All certificate renewal courses must <ul style="list-style-type: none"> • directly relate either to the educator's area(s) of certification or to the goals of the educator and/or the educator's employing educational entity and • have been approved by the State Department of Education, according to SBE criteria. 	Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits via this option, the educator must provide a report from the course administrator, as required by current SBE guidelines for certificate renewal courses.
3. State Department of Education approved CEU credits	SDE approved CEU credits are: <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 or universities 	Maximum: up to 120 renewal credits may be earned in SDE approved CEUs Accrual rate: 1 CEU is equal to 10 contact hours	In order to receive renewal credits via this option, the educator must provide 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>(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: 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>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>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>(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>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
7. Professional Assessor/ Evaluator	Assessor/evaluator renewal credits may be obtained only <ul style="list-style-type: none"> for evaluation activities that exceed job requirements for the educator's position, as defined by the employing educational entity; by an educator who has received training/approval/ certification as an assessor/ evaluator on a national or state-approved accreditation, assessment, or evaluation team (e.g., ADEPT evaluator, principal assessor, SACS [Southern Association of Colleges and Schools] evaluator, external review team [ERT] evaluator, NCATE evaluator, NBPTS [National Board for Professional Teaching Standards] assessor); and upon the educator's completion of all requirements of the assessment/ evaluation process. 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 hour of direct participation = 1 renewal credit Participation on an ADEPT Evaluation Team = maximum 30 credits	In order to receive renewal credits via this option, the educator must provide <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.
8. Mentorship, Supervision, or Instructional Coaching	Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that <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. 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period. Accrual rate (maximums): <ul style="list-style-type: none"> supervision of student teacher (one semester) = 20 renewal credits mentoring (full year) = 30 renewal credits coaching (full year) = 20 renewal credits internships = 10 renewal credits 	In order to receive renewal credits via this option, the educator must provide <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.
9. Educational Project, Collaboration, Grant, or Research	Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that <ul style="list-style-type: none"> exceed job requirements for the educator's position, as defined by the employing educational 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> a synopsis (one page or less) of the project, collaboration, grant, or research; and

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
	entity; <ul style="list-style-type: none"> 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. 	Accrual rate: 1 hour of direct participation = 1 renewal credit Maximum for each activity within this option: 30 renewal credits	<ul style="list-style-type: none"> official documentation from the educational entity verifying the date(s) and hours of direct participation.
10. Professional Development Activity Includes conferences, workshops, task force, etc. (further information provided at the end of matrix)	Renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> are tied to the educator's area(s) of certification and/or 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. 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 hour of direct participation = 1 renewal credit 1 CEU = 10 hours of direct participation	In order to receive renewal credits via this option, the educator must provide <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).
11. Professional Development Activity (CEU Credit) IACET CEU Credit – (further CEU information provided at the end of matrix)	CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> are tied to the educator's area(s) of certification and/or to the goals of the employing educational entity, are provided by an SDE-approved CEU sponsor, and involve a minimum of 4 hours of direct contact, excluding meals and breaks. 	Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 CEU = 10 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> a transcript or other official verification of CEU credit, including the title of the activity, the date of completion, and a brief description of the activity.

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

Options 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](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.

Definitions

Accredited College

An accredited college is regionally accredited by the Higher Learning Commission. Nationally, regionally, or South Carolina State Board of Education approved college or university that awards credit for courses completed. Courses may be online or traditional.

Certificate Renewal Credit

The South Carolina State Department of Education requires that an educator who is employed in a position that requires South Carolina certification must earn 120 renewal credits through professional development activities that (1) directly relates to the educator's professional growth and development plan (GBE), (2) supports the goals of the employing entity, and (3) promotes student achievement. (State Board of Education, Regulation 43-55). Renewal activities must be above and beyond contractual job duties.

Certificate Renewal Matrix

A matrix containing information on certificate renewal options, eligibility criteria, renewal credits, and required verification.

CEU

Continuing Education Unit

Computation Sheet

The document the educator uses to identify one or more of the activities for renewal credit. Includes information on verification, signature of principal and/or supervisor, and number of renewal credits.

Employing Entity

The school district or school employing the educator.

Expiration

The expiration date of the educator's certificate.

Extension

Educators may request a one-year extension at the end of their validity period if they have not met all the requirements to renew their certificate. (If an educator has an extension, the Office of Teacher Certification is the only entity that can renew the educator's certificate.). To request an extension, complete a Request for Change Action form, mark box 5 and indicate the appropriate school year the extension should be affective.

GBE

Goals Based Evaluation (ADEPT) (State Board of Education, Regulation 43-205.1)

IACET

International Association for Continuing Education and Training: The nationally recognized caretaker for CEU standards

Renewal Option

Eleven types of professional development activities that may be used for renewal credit.

1. College Credit
2. State Department of Education Certificate Renewal Course
3. ~~District Point Plan for Certificate Renewal~~ (No longer an option)
4. Publications
5. Instruction

6. Professional Training
7. Professional Assessor/Evaluator
8. Mentorship, Supervision, or Instructional Coaching
9. Educational Project, Collaboration, Grant or Research
10. Professional Development Activity (Non-CEU Credit)
11. Professional Development Activity (CEU Credit)

Types of Certificates

Initial - 3 year certificate during which time the educator must meet the requirements of ADEPT and the Praxis II Principles of Learning and Teaching

Professional - 5 year certificate for the educator who has met all of the initial requirements for South Carolina certification

Grade A - 5 year certificate issued prior to 1979

Critical Need - 1 year certificate issued annually to educators who are in the process of completing the requirements for South Carolina Alternative Certification (PACE)

International - educators from other countries who are participating in a variety of exchange programs approved by the South Carolina Department of Education

Trade and Industry (Work-Based Experience) - educators with specialized skills who are employed in teaching positions (career and technology education)

Validity Period

Begins July 1 of the year the certificate is issued and ends June 30 the year the certificate expires (number of years depends on type of certificate)

Verification

Documentation in one or more of the eleven renewal options submitted with the Computation Sheet used to determine the renewal credits an educator earned during the validity period – Detailed in the Certificate Renewal Matrix

Renewal Computation Sheet

Last name	First name	M.I.	Grade Level Employed
Social Security # (Last 4)	SC Licensure # (required)	Highest Degree	

OPTION/DESCRIPTION/MAXIMUM POINTS

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

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

<p><input type="checkbox"/> The renewal credit listed on this computation sheet has been reviewed and accepted under the SDE Renewal Credit Plan toward this educator's professional license renewal. The educator maintains the verification for each of these activities, and we request these credits to be entered into the educator's licensure records.</p> <p><input type="checkbox"/> The Jason Flatt Act requirement has been satisfied by this educator (mm/yyyy) _____</p>

Signature of Educator: _____ **Date:** _____

Signature of Renewal Coordinator: _____ **Date:** _____

Individual Professional Goals

Fall _____ to Spring _____

Name:

Date Completed:

Teaching: Effective teaching has many manifestations. It comprises classroom instruction and a broad range of faculty-student relationships. Individual attributes may vary, and the extent to which individuals exhibit an attribute may differ, but the following traits are those which are commonly valued in a teacher: command of subject matter; familiarity with advances in one's field; organization and presentation of material in a forceful and logical manner through the use of a variety of methods; active involvement of students in the learning process; capacity to awaken in students an awareness of the general objectives of one's discipline; ability to make one's discipline relevant to the students' lives and values; ability to guide advanced students to creative work; maintenance of a high standard of achievement among students and fairness and good judgment in grading students' performance. Effectiveness as an academic advisor is also an aspect of teaching.

Individual Goal:	SOE Corresponding Goal(s):	Performance Summary:
<u>Teaching:</u>		
<u>Advising:</u>		

Individual Professional Goals

Fall _____ to Spring _____

Name:

Date Completed:

Service: Faculty members are responsible for contributing to the processes which enable the university to implement its mission. Since the faculty plays an important role in the formulation of university policies, recognition is given to faculty members who participate effectively in faculty governance and the development of institutional procedures, whether assigned or assumed voluntarily. Service by faculty to larger communities - - local, state, national, and international - - is valued. Public service which leads to the advancement of a profession is considered worthy of recognition. Distinctions must be made between routine performances and high-level contributions to collegial endeavors. Additional remuneration for this kind of service does not lessen the worth of such contribution in evaluating a candidate's performance. Service is often divided into three categories - - service to the university, service to the profession, and service to the community.

Individual Goal:	SOE Corresponding Goal(s):	Performance Summary:
<u>University Committee Service:</u>		
<u>SoE Committee Service:</u>		
<u>Professional Service:</u>		
<u>Collaboration with P-12 Schools:</u>		
<u>Service to the Community:</u>		

Individual Professional Goals
Fall _____ to Spring _____

Name:

Date Completed:

Scholarship: Demonstrated professional distinction is recognized as a criterion for promotion and tenure. Faculty members are expected to provide evidence of scholarly achievement. Such evidence varies depending upon the talents and interests of individuals and their particular fields of study. In any endeavor, the quality of the work is more important than the quantity. Each of the following is valued according to the contribution to the field: application of knowledge in one's academic field of interest to special projects, publication of scholarly books, textbooks, articles in scholarly referred journals, other publication, professional reports and reviews, and participation in projects of scholarly interest. Applied research and consultation for business, industry, government, education, and service agencies are recognized as avenues of professional development and creativity and are important aspects of scholarship in terms of the university's mission. Additional remuneration for this kind of work shall not lessen the worth of such contribution in evaluating a candidate's performance.

Individual Goal:	SOE Corresponding Goal(s):	Performance Summary:
<u>Professional Scholarship:</u>		
<u>Research:</u>		
<u>Grants:</u>		
<u>Reviews:</u>		