HOW CERTIFICATE RENEWAL STACKS UP

When seeking license renewal, teachers should forward their information to the Human Resources office in the following order:

1. **Upload documents to the PROFESSIONAL LEARNING PORTAL**.

2. **Copy of Computation Sheet** with the type of points noted and form signed by teacher and credit advisor.

3. **Attach proof of 120 points** with Option 1 – official transcripts must be submitted for college courses, for Option 2 – proof of 120 points must be uploaded in the PROFESSIONAL LEARNING PORTAL.

> Published Material **(Option 4)** or CEU credits **(Option 11)** must be discussed with your advisor to determine points.

4. **Advisor must sign Computation Sheet** once items 1-3 are in order.

Other requirements:

- **Jason Flatt Act Youth Suicide Awareness and Prevention** 2-hour training certificate of completion required for all certified teachers/staff members employed at middle and high schools. Option 5-10 verification forms for district/school renewal points should be housed in PROFESSIONAL LEARNING PORTAL.

- **Also, Read to Succeed (R2S)/Literacy requirements must be met by the SDE deadline. In order to receive (R2S)/Literacy endorsement from the SDE, please make sure to send your verification documentation for (R2S)/Literacy directly to the SDE.**

- **If you are participating in the LETRS program, only upload the certificate of completion for either volume one or volume two. Individual Certificates for incremental progress will not be uploaded because the state department does not recognize them.**

Darlington County School District
Renewal Computation Sheet

Last name	First name	M.I.	Former name if needed
Last four digits of SSN (optional)	SC Certificate # (required)	Highest	Degree

OPTION/DESCRIPTION/MAXIMUM POINTS

Course No./Title	Ending Date	Administrator's Preapproval If required	Points Earned
Option 1: College Credit (120)			
Graduate Course No./Title College			
Undergraduate Course No./Title College			
Option 2: SDE Certificate Renewal Course (120)			
Course No./Title Location			
Course No./Title Location			
Option 3: State Department of Education approved CEU credit (120)			
Activity Location			
Activity Location			
Option 4: Publications (60)			
Title Publisher Date Published			
Title Publisher Date Published			
Option 5: Instruction (60) *Ex: Conducting for the first time: parent workshop, in-service workshop, conference workshop. Conducting training for the first time – SASI, LSCI, ADEPT, Conflict Resolution, Tools for Teaching, Literacy Class, Six Traits +1, Focus on Learning, Project TEACH, Assessment Strategies, Reading Recovery Training, Ruby Payne Training, technology training, etc.*			
Workshop or Course Title Location			
Workshop or Course Title Location			
Option 6: Professional Training (120) *Completing training in: Terry Alderman Program, ABACUS, Peer mediation, PATHWISE, Family Math & Science, ADEPT, Learning Centered Schools, LSCI, Tools for Teaching, Six Traits + 1, Focus on Learning, Reading Recovery, Math Solutions, Integrate Pro, etc.*			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Option 7: Professional Assessor/Evaluator (60) *DCSD:* NCATE=25, SACS Steering Committee Chair=30, SACS Sub Committee Chair = 25, SACS Sub Committee Member=15, SAFE T team member=20, ADEPT team leader =30			
Type Duties			
Type Duties			

Revised March 1, 2016

South Carolina School Districts Recertification Computation Sheet
for Professional Educator's Certificate

Option 8: Mentorship, Supervision, or Mentoring (60)
DCSD Principal, Guidance Counselor, and Media Specialist supervision of interns, DCSD supervision of student teacher (one semester) = 20; mentoring (full year) =30, instructional coaching= 20, field service supervisor=10

Type			
Type			
Type			

Course No./Title	Ending Date	Administrator's Preapproval if required	Points Earned
Option 9: Educational Project, Collaboration, Grant, or Research (60) *DCSD approved Book Study Groups; SIC-Teacher Representative; Teacher Forum Representative=30*			
Type of Project, Collaboration, Grant, or Research			
Type of Project, Collaboration, Grant, or Research			
Option 10: Professional Development Activity (60) *DCSD sponsored, approved workshops except those offered on in-service days. Conferences should be pre-approved. Minimum **4 hours** of direct contact. SC Summer Leadership Institute, SCASA Workshops, Task Force, etc. (See Matrix, page RCM-5)*			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Option 11: Professional Development Activity – CEU Credit (120) *Must be an approved International Association for Continuing Education Units (IACET) activity. (See Matrix, page RCM -5)*			
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.

Signature of Educator: _____ Date: _____

"This individual has met the requirements for recertification at their grade level to include the Jason Flatt Act if required." (requirement for certified staff at middle and high schools)
Signature of Principal and/or Advisor: _____ Date: _____

Signature of Principal and/or Advisor: _____ Date: _____
(Upon completion of this form at school level, please forward completed form to Human Resources to the Attention of Charles "Chuck" Miller and be sure to include other required documentation.)

Signature of HR/Renewal Coordinator: _____ Date: _____