

Points to Remember

1. The Professional Growth and Certification Renewal Plan (PGCRP) is not set up to give credit for everything one is doing. It is to **give credit for what is being done that supports individual professional growth.**
2. The PGCRP is only for educators holding professional-level certificates. Educators with initial-level certificates are ineligible for this process until they have progressed to the professional level.
3. Administrators must earn 20 credits in training to enhance skills in supporting/encouraging teachers.
4. No contracted duties may be used towards certificate renewal.
5. Educators may receive either a stipend or certificate renewal credits for an activity, but not both.
6. Educators may go back as far as July of their five-year period for renewal credits for activities that can be approved and verified.
7. All options require pre-approval before completion for renewal credits.
8. Certificate/license renewal credits may go towards any of the 5 goals even if the goal has been met.
9. Middle and high school certified employees must have 2 hour training, "Suicide Prevention", required by law and will count towards 120 renewal credits needed.
10. Professional Development Logs must be turned in annually to their credit advisors during the designated time frame.
11. Educators leaving the Darlington County School District and desiring to transfer renewal credits within South Carolina must have the credit advisor approve the appropriate documents and send the completed forms to the Human Resources Office.
12. Some activities may count for
 - Professional development only,
 - Certificate/license renewal only,
 - Both professional development and certificate/license renewal.
13. Credits over 120 cannot carry over to the next renewal cycle.
14. Upon completion of 120 certificate/license renewal credits, and Read to Succeed Coursework/Endorsement (R2S) educators must have an administrator **sign** verifying their completion and **submit** their **Request for Change/Action Form** and **Renewal Computation Sheet** along with their **documentation** to the Office of Human Resources.
15. Forms may be found on the Darlington County School District Human Resources Webpage (www.darlington.k12.sc.us >Human Resources>Forms>Certification Renewal - PGCRP).
17. **Individuals are responsible for maintaining appropriate documentation in order to receive certificate/license renewal and professional development credits. Failure to do so may result in non-renewal.**