

RENEWAL CREDIT VERIFICATION FORM

OPTION 5: INSTRUCTION

(e.g. courses taught at colleges or universities, formal conference presentations, workshop presentations)

Last Name	First Name	Middle/Maiden
Social Security Number	SC Certificate Number	Certificate Expiration Date
Area(s) of Certification	School	Position
Highest Degree Status	Employer <i>Marion School District One</i>	Date ____/____/____

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

Title of Course or Presentation:
Site:
Dates of Course or Conference:
Number of Renewal Credits Sought:
Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate
Accrual Rate: One semester hour of instruction = 20 renewal credits;
One hour presentation = 3 renewal credits, credit includes preparation time. (see matrix for details)
Is this the first time this course/presentation has been offered for credit in this area?
Does this instruction or presentation exceed typical job requirements for your position?
Yes <input type="checkbox"/> No <input type="checkbox"/>
How does this activity relate to your professional growth and development plan or support the goals of the school/district?
Signature of Educator: _____ Date: _____

Section II: Verification and Approval *(Must be completed by the District CRP Coordinator prior to certificate renewal)*

Verification (Required) <input type="checkbox"/> Official documentation from the sponsoring agency verifying the educator's successful completion of their instruction or presentation and indicating the date(s) and the number of hours of direct participation.	
Approved (Required) 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 District Certificate Renewal Plan Coordinator	Date

*****PLEASE NOTE:** All activities will be reviewed by the CRP Coordinator for final approval and credit. Submission of points does NOT guarantee approval for any activity. Activities participated in are "at your own risk". Pre-approval is NOT required. Please carefully review guidelines, as provided in the matrix, when considering activity participation for points. Please contact the CRP Coordinator if you have questions regarding renewal activities.