SPARTANBURG SCHOOL DISTRICT 4

PRE-APPROVAL OF PROFESSIONAL DEVELOPMENT

Educator's Name: _____

School: _____ **Grade/Subject:** _____

Date(s) of Activity: _____

Description of Activity: _____

Sponsor of Activity (College/University; SCDE; District 4, etc): _____

Course Name & Number (if applicable): _____

Current Student Learning Objective (SLO) (Located in SC Lead): _____

_____

_____

_____

Certificate Renewal Option: _____
(Select from Options 1-11 on Renewal Credit Matrix)

Number of Renewal Credits/Points Earned through Activity: _____

Educator's Signature: _____ **Date:** _____

Requirement: **Upon completion of activity, submit this form, evidence of completion (transcript, certificate, etc.), and Recertification Computation Sheet to District Office.**

Principal Approval: _____ **Date:** _____

Renewal Credit Matrix

Certificate Renewal Plan
Professional Development Options for South Carolina Educators

Educators 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 • 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 • An official transcript from the college or university
2. State Department of Education Certificate Renewal Course	All certificate renewal courses must • 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 certification renewal courses.

Certificate Renewal Option	Eligibility Criteria	Renewal Credits	Required Verification
3. State Department of education approved CEU credits	SDE Approved CEU credits are: • ASHA approved credits for Speech Language Therapist licensure, • Board of Examiners of Psychology approved courses for Psychologist licensure, or • 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 ASH and the Board of Examiners of Psychology approved courses.
4. Publications	Publications must • 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).	Maximum: 60 renewal credits may be earned during the five-year validity period. Accrual rate: • 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	In order to receive renewal credits via this option, the educator must provide • 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.

Certificate Renewal Option	Eligibility Criteria	Renewal Credits	Required Verification
5. Instruction	Renewal credits for instruction (e.g., courses taught at colleges or universities; formal, prepared presentation given at conferences or meetings) are awarded only for those activities that • Exceed job requirements for the educator's position, as defined by the employing educational entity; • Are professionally oriented and educationally relevant; • Are offered for the first time by the educator.	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: • College/university course: 1 semester hour of instruction = 20 renewal credits • Presentation: a 1-hour presentation = 3 renewal credits. (This includes preparation time)	In order to receive renewal credits via this option, the educator must provide • 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.
6. Professional Training (Further information provided at the end of the matrix)	All professional training must • 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.	Maximum: up to 120 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 • 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 • 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 evaluation team (e.g., ADEPT evaluator, principal assessor, SACS [Southern Association of College 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 / evaluator 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 • 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 • 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): • Supervision of student teacher (one semester) = 20 renewal credits • Mentoring (full year) = 30 renewal credits • Coaching (full year) = 20 renewal credits • Internship = 10 renewal credits	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.

Certificate Renewal Option	Eligibility Criteria	Renewal Credits	Required Verification
9. Educational Project, Collaboration, Grant, or Research	Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that • Exceed job requirements for the educator's position, as defined by the employing educational entity; • 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.	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 Maximum for each activity within this option: 30 renewal credits	In order to receive renewal credits via this option, the educator must provide • A synopsis (one page or less) of the project, collaboration, grant, or research; and • 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 • 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 • 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 • 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 • 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
Option 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>.

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.