DARLINGTON COUNTY SCHOOL DISTRICT

HOW DO I RENEW MY TEACHING CERTIFICATE?

Credit Advisors and Teachers should follow the steps below when seeking certificate renewal:



1. Be aware of the validity period of the current certificate and plan to submit documents to HR beginning January 1 of the expiration year.
2. Discuss the teacher's professional development plans and approve the plan for obtaining 120 renewal credits. These discussions should coincide with the preliminary, mid-year and end-of-year evaluation conferences.
3. Complete the Renewal Matrix Computation Log. Be sure to include the signatures of the employee and the credit advisor.
4. Attach copies of certificates and portal transcripts (if applicable) to the Renewal Matrix Computation Log.
5. Scan and email the entire packet to Jasmine.Jones@darlington.k12.sc.us and Kimberly.Mason@darlington.k12.sc.us
6. If you are adding Read to Succeed Endorsement, attach the Read to Succeed coursework certificates. In some cases, these are certificates for the same 120 renewal credits in the matrix.
7. If the teacher/employee is teaching at the secondary level, they must submit a copy of the Jason Flatt Suicide Training for 2 renewal credits.

Jason Flatt Training Instructions

- **Go to the website: https://jasonfoundation.com/get-involved/educator-youth-worker-coach/professional-development-series/south-carolina/**
- **CLICK VIEW COURSES**
- **Log in or register if you're new to the site. If it's been a while since you've visited the site, click the 'Forgot Password' link and follow the prompts.**
- **Choose 2025 Mental Health Issues Surrounding Suicidal Ideation (Module 2)**
- **IF asked for a DVD Code ignore and click Next button at the top the box.**
- **Print or Print to PDF to attach to your renewal packet.**

Troubleshooting when locked out of the training:* *please call The Jason Foundation, Inc. at (615) 264-2323

Helpful Hints:

- 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 SCDE.

Darlington County School District
Renewal Matrix Computation Log

DARLINGTON COUNTY SCHOOL DISTRICT

Last name	First name	M.I.	School/Location	Advisor
Social Security #	**SC Certificate #**		**Highest degree**	***Certificate Validity Period**

OPTION/DESCRIPTION/MAXIMUM POINTS 120 ***Add extra pages if necessary***

Certification Renewal Option

Option 1: College Credit (120) *Teachers with bachelor's must have 60 graduate level credits*	**Ending Date**	**Required Verification**	**Points Earned**
Graduate Course No./Title:			
Undergraduate Course No/Title:			

Option 2: SDE Certificate Renewal Course (120)	**Ending Date**	**Required Verification**	**Points Earned**
Course No/Title:			
Course No/Title:			

Option 4: Publications (60)	**Ending Date**	**Required Verification**	**Points Earned**
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, STEP, 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.*	**Ending Date**	**Required Verification**	**Points Earned**
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, STEP, Learning Centered Schools, LSCI, Tools for Teaching, Six Traits + 1, Focus on Learning, Reading Recovery, Math Solutions, Integrate Pro, etc.*	**Ending Date**	**Required Verification**	**Points Earned**
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			

Option 7: Professional Assessor/Evaluator (60) *Darlington County School District Renewal Credits:* *NCATE=25, SACS Steering Committee Chair=30, SACS Sub Committee Chair = 25, SACS Sub Committee Member=15, STEP team member=20, STEP team leader =30, HOUSSE team member=15*	**Ending Date**	**Required Verification**	**Points Earned**
Type Duties			

Type Duties			

Certification Renewal Option			
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*	**Ending Date**	**Required Verification**	**Points Earned**
Type of Activity			
Type of Activity			
Type of Activity			
Type of Activity			
Option 9: Educational Project, Collaboration, Grant, or Research (60) *DCSD approved Book Study Groups; SIC-Teacher Representative; Teacher Forum Representative=30*	**Ending Date**	**Required Verification**	**Points Earned**
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)*	**Ending Date**	**Required Verification**	**Points Earned**
Title Sponsoring Organization/Agency			
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)*	**Ending Date**	**Required Verification**	**Points Earned**
Title			
Title			
Title			
Title			

Total Renewal Credits Earned > > > > > > > > > > >> >	

TO BE COMPLETED BY THE DCSD EDUCATOR *AND* HIS/HER ADVISOR *AND/OR* PRINCIPAL

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: _____ _

(Upon completion of these forms at the school level, please scan and email the completed form to Human Resources, addressed to Jasmine.Jones@darlington.k12.sc.us and Kimberly.Mason@darlington.k12.sc.us, and be sure to include all other required documentation.)

HR Department Internal Use ONLY

- Matrix Log Completed with 120 renewal credits confirmed
- Matrix Log Signed by Educator and Credit Advisor/Principal
- Jason Flatt 2hr Training Certificate
- Renewal Credits entered at SCDE Date___/_____/____

Signature of HR/Renewal Coordinator: _____ Date: ___/_____/___