

# **FLORENCE SCHOOL DISTRICT THREE**

## **Professional Development / Recertification**



**Certificate Renewal Credit Plan and Documentation**  
**August 2015**

# **Table of Contents**

## **General Information**

<b>South Carolina Overview and</b>	<b>2</b>
<b>Submitting Renewal Credits</b>	<b>4</b>
<b>Florence Three Renewal Credit Plan</b>	<b>6</b>

## **Renewal Credit Documentation**

<b>Request for Change/Action Form</b>	<b>8</b>
<b>Renewal Credit Computation Sheet</b>	<b>9</b>
<b>Florence Three Educator's Professional Growth and Development</b>	<b>11</b>
<b>Florence Three Renewal Matrix Computation Worksheet</b>	<b>12</b>

## **Pre-Approval and Verification**

<b>Renewal Credit Pre-Approval and Verification Forms</b>	<b>17</b>
---	-----------

## **Other Form**

<b>Attendance Confirmation for Out-of-District Activities</b>	<b>27</b>
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# South Carolina Overview and Guidelines

An educator employed full time in a public district in South Carolina, holding a professional license, should follow renewal procedures as outlined in their District Renewal Plan.

**Please note, the Renewal Process is not applicable to individuals who hold an Initial License.**

Angelia Barr Scott, the District Renewal Coordinator, will process renewal requests and address renewal questions and/or concerns for full time district employees.

An individual who is employed in a position that requires South Carolina educator license and is employed in a South Carolina public school district must earn renewal credits through professional development activities that:

- Directly relate to the educator's professional growth and development plan
- Support the goals of the employing public school district
- Promote student achievement, as required by State Board of Education Regulation 43-205.1, Assisting, Developing, and Evaluating Professional Teaching ([ADEPT](#)), and Regulation 43-165.1, Program for Assisting, Developing, and Evaluating Principal Performance ([PADEPP](#)).
- Directly relate to the educator's current area(s) of licensure.
- Relate to coursework leading to another area of licensure.
- Relate to coursework Special Education and/or Technology.

In addition, an educator who is employed in a South Carolina public school district who holds a position that requires South Carolina educator licensure must:

- Earn a minimum of 120 renewal credits that meet the appropriate eligibility criteria for each certificate renewal option/activity, as specified in the **renewal credit matrix**
- Maintain all required verification, as described in the renewal credit matrix
- Adhere to all district/educational agency policies related to **pre-approval and processing of renewal credit**
- Submit necessary verification to the District Renewal Coordinator for review, approval, and signature

***Educators are ultimately responsible for ensuring that all renewal options and activities meet renewal guidelines.***

**Note:** Any educator who has not earned a Master's Degree must earn at least sixty of the required renewal credits (three semester hours) in graduate-level coursework to renew his or her current license. Educators who hold Career and Technology Education Work-Based Licensure exclusively are not required to fulfill the graduate-level coursework requirement.

## **External Resources (Pre-approved Renewal Course Providers)**

- eLearning Professional Development
- SCETV Professional Development
- PBS Teacherline Professional Development \*Only PBS TeacherLine's facilitated courses are pre-approved by the SDE, not the self-paced courses.
- TeacherStep Professional Development
- OnlineEducationCourses.org (OEC)

## **Jason Flatt Act**

Educators working in a public middle or high school setting must satisfy the Jason Flatt Act requirements before the Professional License can be renewed. Florence School District Three requires **all** certified staff to meet the Jason Flatt Act requirements. Please review the [Jason Flatt Act](#) and contact your District Renewal Coordinator for more information.

## **Purpose**

The purpose of the certificate renewal plan is to provide a mechanism that will enable educators to apply a broad range of relevant professional development activities toward their certificate renewal. The certificate renewal plan is intended to:

- Encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
- Ensure that educators are accountable for their continuous professional development; and
- Be operationally efficient.

## **Description**

The following certificate renewal guidelines apply to any person who holds a South Carolina educator's certificate. An educator's professional certificate is valid for five years and expires on June 30 of the expiration year. In order to be eligible for certificate renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the certificate.

## **Obtaining Renewal Credits**

Educators are responsible for ensuring that all renewal options and activities meet these guidelines:

- An educator who is employed in a position that requires South Carolina educator certification must earn renewal credits through professional development activities that (1) directly relate to the educator's professional growth and development plan, (2) support the goals of the employing educational entity, and (3) promote student achievement, as required by State Board of Education Regulation 43-205.1, Assisting, Developing and Evaluating Professional Teaching (ADEPT), and Regulation 43-165.1, Program for Assisting, Developing, and Evaluating Principal Performance (ADEPP). All principals must complete a minimum of 20 of their renewal credits in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.
- An educator who is *not* employed in a position that requires South Carolina educator certification but who wishes to maintain a current certificate must earn renewal credits through professional development activities that directly relate to *one* of the following: (1) the educator's current area(s) of certification, (2) a formal program of study in a certification area in which the educator is officially enrolled, or (3) the goals of the educator's employing educational entity.

Additionally, all educators must

- meet the appropriate eligibility criteria of each certificate renewal option/activity for which renewal credits are sought, as specified in the renewal credit matrix, and
- Maintain all required verification, as described in the renewal credit matrix.

## Submitting Renewal Credits

An educator who is employed in a position that requires South Carolina educator certification must:

- A. Maintain verification of having earned a minimum of 120 renewal credits
  - Through professional development activities that (1) directly relate to the educator's professional growth and development plan, (2) support the goals of the employing educational entity, and (3) promote student achievement; and
  - Through certificate renewal options/activities for which all eligibility criteria have been met, as specified in the renewal credit matrix.
- B. Complete section A and section B of the "Renewal Credit Computation Sheet";
- C. Submit the "Renewal Credit Computation Sheet" and all necessary verification to the **designated school/district/agency administrator** for review, approval, and signature (section B); and
- D. Submit the approved/signed "**Renewal Credit Computation Sheet**" and the "**Request for Change/Action**" form to the Office of Human Resources.

An educator who is *not* employed in a position that requires South Carolina educator certification must

- A. Maintain verification of having earned a minimum of 120 renewal credits through
  - Professional development activities that directly relate to (1) the educator's current area(s) of certification, (2) a formal program of study in a certification area in which the educator is officially enrolled, or (3) the goals of the educator's employing educational entity; and
  - Certificate renewal options/activities for which all eligibility criteria have been met, as specified in the renewal credit matrix.
- B. Complete section A and section C of the "Renewal Credit Computation Sheet"; and
- C. Submit the "Renewal Credit Computation Sheet," all necessary verification (maximum of two pages of documentation per activity), and the "Request for Change/Action" form to the Office of Teacher Certification for approval.

## **Continuing Education Units**

The continuing education unit (CEU) was established by a United States Department of Education task force in 1968. In 1977, the task force created a membership organization called the Council on the Continuing Education Unit. The organization's name was changed in 1990 to The International Association for Continuing Education and Training (IACET). As the caretaker for CEU standards, the IACET conducts research and development projects directed toward effective practices for continuing education and training, disseminates effective teaching and learning practices for adults, and publishes the criteria and guidelines for the CEU.

The CEU is a nationally recognized standard unit of measurement for participation in a continuing education (CE) activity that is not offered for academic credit. One CEU is defined as 10 contact hours of participation (excluding meals and breaks) in an organized CE experience offered by an approved provider. The contact hour is defined as one clock hour (sixty minutes) of interaction between a learner and instructor or between a learner and materials that have been prepared to facilitate learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some form of feedback to the learner.

The following activities are not intended for CEUs:

- Association membership/leadership activities;
- Committee/board meeting;
- Business meetings;
- Required work experience (e.g., on-the-job training to fulfill job requirements, performance of required duties and responsibilities);
- Entertainment and recreation;
- Travel, unless accompanied by an approved travel study program; and
- Unsupervised study.

The State Department of Education recognizes CEUs that are awarded by professional organizations and that are consistent with IACET standards. Approved CEUs may be converted to renewal credits under certificate renewal option 11, "Professional Development Activity (CEU Credit)" in the renewal credit matrix, below. (CEU credit that is not IACET credit can be reviewed for use under options 6 and 10.)

## **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 only screened 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 material. Non-refereed materials may not be scrutinized as intensely as refereed materials, but they can still be considered scholarly.

# **FLORENCE THREE**

## **Renewal Credit Plan**

### **State Specific Requirements:**

- Any activity approved for renewal credit must exceed the job requirements for the educator's position.
- Required routine activities do not qualify for certificate renewal credit.
- Educators who do not hold a master's degree must earn a minimum of sixty renewal credits of graduate credit (three semester hours from an accredited college or university.)
- Administrators must earn 20 renewal credits, which will enhance his/her skills in supporting and encouraging teachers.
- All credits must be earned within the five-year period of the educator's certificate. None may be carried over to the next five-year renewal cycle.

### **Approval, Verification and Documentation Process:**

- All certified employees will receive a Professional Development Recertification manual.
- Pre-approval of activities for recertification credit by the district coordinator is highly recommended. If an employee does not obtain pre-approval, the district is not responsible if renewal credit for the activity is later denied.
- Employees should refer to the approval checklist before submitting Pre-approval forms.
- Verification forms will be reviewed and signed off on by the district coordinator.
- Verification to the district coordinator for successful completion of out-of-district training workshops, conferences, etc. may be in the form of a certificate completed by the activity provider, if available, or by the participant's completion and submission of the attendance confirmation form. All required information must be included.
- Each employee is responsible for maintaining a folder of documentation of completed activities and signed verification forms. (See page 5 for a complete listing of all required documentation.)
- The District coordinator will review all documentation and verification forms and if complete, sign the Renewal Credit Computation Sheet. He will keep the Renewal Computation Sheet on file and will enter certificate renewal verification into the Division of Teacher Quality (DTQ) Office of Certification database. The Office of Certification will e-mail a copy of the employee's certificate to the district and will mail a copy to the employee in the spring of the year the certificate expires.

**Appeal Process:**

- If an employee disagrees with the decision of the district coordinator not to allow renewal credit for an activity/initiative, he/she may present in writing to the Superintendent within 30 working days of the denial, his/her disagreement and the reasons for the disagreement. The Superintendent will chair a committee of teachers and administrators to review the employee request for reconsideration, and the committee will make a decision by majority vote.

**Monitoring Process:****(REQUIRED DOCUMENTATION EACH TEACHER WILL NEED)**

- The folder should contain the educator's Professional Growth and Development plan (see page 15);
- All completed Pre-Approval and Verification Forms;
- A completed Renewal Credit Matrix worksheet (see pages 11-14) outlining the renewal options/activities that have been successfully completed;
- Verification of successful completion of the professional activities to be used for recertification;
- A completed and signed Renewal Credit Computation sheet (page 16); and
- A completed and signed Request for Change/Action form (page 17).





# SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

## Request for Change/Action

Division of School Effectiveness  
Office of Educator Services  
8301 Parklane Road  
Columbia, SC 29223  
<http://ed.sc.gov> | web  
(803)896-0368 | fax  
[licensure@ed.sc.gov](mailto:licensure@ed.sc.gov) | email

- To initiate action, please complete and submit this form along with supporting documentation to above address. Not all requests will result in correspondence being sent. Please utilize the *Educator Licensure* section of our website (<http://ed.sc.gov>) to check the status of your request(s).
- Requests may be submitted by mail, fax, email, or hand-delivery to the contacts listed above. Transcripts must be official; opened or faxed transcripts will be marked "unofficial". Our office may be able to accept electronic transcripts from acceptable companies; please contact our office for more information.

Please print clearly or type the following information:

SSN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	and/or License ID Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Last Name: _____ First Name: _____ MI: ____ Former Name: _____	
Address: _____ City: _____ State: ____ Zip: _____	
Email: _____ Home Phone: (____) _____ Work Phone: (____) _____	
Employing School District (if applicable): _____	
<input type="checkbox"/> Change my name and/or address as listed above. <input type="checkbox"/> I am currently applying for/participating in alternative licensure.	

Please indicate the nature of your request in the area below:

- ☐ 1. **Alternative Licensure:** Evaluate my file for the following licensure area(s) \_\_\_\_\_.
- ☐ 2. Evaluate my file for the license area \_\_\_\_\_ and add if applicable.
- ☐ 3. Evaluate and/or advance my license to the:  
☐ Bachelor's +18 level ☐ Master's level ☐ Master's +30 level | Area: \_\_\_\_\_ ☐ Doctorate level.
- ☐ 4. Add a one-year extension to my professional license for the 20\_\_\_\_/20\_\_\_\_ school year.
- ☐ 5. Add additional years of experience. (*Utilize the Verification of Teaching Experience form.*)  
☐ Apply experience from \_\_\_\_\_ for add-on purposes.
- ☐ 6. Renew my professional license. All required documentation ☐ has been submitted or ☐ is enclosed.
- ☐ 7. Send me an official copy of my current license. The \$10.00 fee (*check or money order only*) is enclosed.
- ☐ 8. Approve the attached course/program from \_\_\_\_\_ for the purpose of \_\_\_\_\_.  
(*Attach a detailed course/program description from the college or university.*)
- ☐ 9. Other: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Effective Date of Credential

If the State Department of Education (SCDE) receives the educator's request and all required documentation between

- May 1 and November 1: The change in status, if approved, will be effective July 1 of the same calendar year.
- November 2 and April 30: If the educator submitted the request within 45 days of fulfilling the requirements, the change in status, if approved, will be effective on the date that all requirements were satisfied.
- November 2 and April 30: If the educator submitted the request more than 45 days *after* fulfilling the requirements, the change in status, if approved, will be effective on the date that all information was received by the SDE.

Status of requests can be confirmed from the Educator Licensure website. An official copy of the educator license will be provided only when an educator qualifies for a South Carolina license for the first time. All subsequent changes, additions or modifications to a license may be confirmed and printed by the educator from the View Licensure Status page on our secure website at <http://ed.sc.gov>.

# Renewal Computation Sheet

Last name	First name	M.I.	Grade Level Employed
Social Security # (Last 4)	SC Licensure # (required)	Highest Degree	

## OPTION/DESCRIPTION/MAXIMUM POINTS

Course No./Title	Ending Date	Administrator's Preapproval (If required)	Credits Earned
<b>Option 1: College Credit (120)</b>			
Course No./Title College			
Course No./Title College			
<b>Option 2: SDE Renewal Course (120)</b>			
Course No./Title Location			
Course No./Title Location			
Course No./Title Location			
Course No./Title Location			
<b>Option 3: SDE approved CEU credit (120)</b>			
Activity Location			
Activity Location			
<b>Option 4: Publications (60)</b>			
Title Publisher			
Title Publisher			
<b>Option 5: Instruction (60)</b>			
Workshop or Course Title Location			
Workshop or Course Title Location			
<b>Option 6: Professional Training (120)</b>			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
<b>Option 7: Professional Assessor/Evaluator (60)</b>			
Type Duties			
Type Duties			

Continued on page two...

Course No/Title	Ending Date	Administrator's Preapproval if required	Credits Earned
<b>Option 8: Mentorship, Supervision, or Mentoring (60)</b>			
Type			
Type			
Type			
Type			
<b>Option 9: Educational Project, Collaboration, Grant, or Research (60)</b>			
Type of Project, Collaboration, Grant, or Research			
Type of Project, Collaboration, Grant, or Research			
Type of Project, Collaboration, Grant, or Research			
<b>Option 10: Professional Development Activity (60)</b>			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
Title Sponsoring Organization/Agency			
<b>Option 11: Professional Development Activity – CEU Credit (120)</b>			
Title			
Title			
<b>Total Renewal Credits Earned &gt; &gt;</b>			

<input type="checkbox"/> <b>The renewal credit listed on this computation sheet has been reviewed and accepted under the SDE Renewal Credit Plan toward this educator's professional license renewal. The educator maintains the verification for each of these activities, and we request these credits to be entered into the educator's licensure records.</b>	
<input type="checkbox"/> <b>The Jason Flatt Act requirement has been satisfied by this educator (mm/yyyy) _____</b>	

**Signature of Educator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Renewal Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Florence Three Educator's Professional Growth and Development Plan**

Professional Educator \_\_\_\_\_

Professional Educator Certificate Number \_\_\_\_\_

Areas of Certification \_\_\_\_\_

School \_\_\_\_\_

School Year \_\_\_\_\_

Goals from Teacher's Professional Development Goals trifold:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Development and Growth Goals for other areas of interest

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other professional goals of the district, school or department

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

School Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Renewal Credit Matrix

**CERTIFICATE RENEWAL PLAN**  
**PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS**  
 Educators who are 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
<b>1. College Credit</b>	<p>All courses must</p> <ul style="list-style-type: none"> <li>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;</li> <li>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);</li> <li>be taken for credit; and</li> <li>result in a passing grade in a pass/fail class or in a grade of C or better.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 semester hour of earned course credit = 20 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>an official transcript from the college or university.</li> </ul>
<b>2. State Department of Education Certificate Renewal Course</b>	<p>All certificate renewal courses must</p> <ul style="list-style-type: none"> <li>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</li> <li>have been approved by the State Department of Education, according to SBE criteria.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 semester hour of earned course credit = 20 renewal credits</p>	<p>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 certificate renewal courses.</p>
<b>3. State Department of Education approved CEU credits</b>	<p>SDE approved CEU credits are:</p> <ul style="list-style-type: none"> <li>ASHA approved credits for Speech Language Therapist licensure</li> <li>Board of Examiners of Psychology approved courses for Psychologist licensure</li> <li>CEUs issued by regionally accredited colleges or universities</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned in SDE approved CEUs</p> <p>Accrual rate: 1 CEU is equal to 10 contact hours</p>	<p>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 ASHA and the Board of Examiners of Psychology approved courses.</p>

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<b>4. Publications</b>  (further information provided at the end of matrix)	Publications must <ul style="list-style-type: none"> <li>• appear in a professional journal or in a format that is sanctioned by the employing educational agency,</li> <li>• contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and</li> <li>• be a first-time publication (i.e., revised versions or second editions are excluded).</li> </ul>	Maximum: 60 renewal credits may be earned during the five-year validity period.  Accrual rate: <ul style="list-style-type: none"> <li>• primary author of book or refereed journal article = 60 renewal credits</li> <li>• primary author of non-refereed journal article = 30 renewal credits</li> <li>• secondary author of book or article = 15 renewal credits</li> </ul>	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> <li>• a synopsis (one page or less) of the publication and</li> <li>• official verification from the publisher of the work's acceptance for publication, including the date of acceptance.</li> </ul>
<b>5. Instruction</b>	Renewal credits for instruction (e.g., courses taught at colleges or universities; formal, prepared presentations given at conferences or meetings) are awarded only for those activities that <ul style="list-style-type: none"> <li>• exceed job requirements for the educator's position, as defined by the employing educational entity;</li> <li>• are professionally oriented and educationally relevant; and</li> <li>• are offered for the first time by the educator.</li> </ul>	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.  Accrual rate: <ul style="list-style-type: none"> <li>• college/university course: 1 semester hour of instruction = 20 renewal credits</li> <li>• presentation: a 1-hour presentation = 3 renewal credits.</li> </ul> (This includes preparation time.)	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> <li>• a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and</li> <li>• a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity.</li> </ul>
<b>6. Professional Training</b>  (further information provided at the end of the matrix)	All professional training must <ul style="list-style-type: none"> <li>• relate to the educator's professional development plan, area(s) of certification, and/or the employing educational entity's plan;</li> <li>• be recognized as having professional relevance to the educational setting; and</li> <li>• be successfully completed.</li> </ul>	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 <ul style="list-style-type: none"> <li>• the training objectives and/or training outline and</li> <li>• 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.</li> </ul>

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<b>7. Professional Assessor/ Evaluator</b>	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> <li>for evaluation activities that exceed job requirements for the educator's position, as defined by the employing educational entity;</li> <li>by an educator who has received training/approval/ certification as an assessor/ evaluator on a national or state-approved accreditation, assessment, or evaluation team (e.g., ADEPT evaluator, principal assessor, SACS [Southern Association of Colleges and Schools] evaluator, external review team [ERT] evaluator, NCATE evaluator, NBPTS [National Board for Professional Teaching Standards] assessor); and</li> <li>upon the educator's completion of all requirements of the assessment/ evaluation process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>Participation on an ADEPT Evaluation Team = maximum 30 credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>official documentation verifying completion of all evaluation/ assessment team requirements, including the date(s) and the number of hours of direct participation.</li> </ul>
<b>8. Mentorship, Supervision, or Instructional Coaching</b>	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>exceed job requirements for the educator's position, as defined by the employing educational entity;</li> <li>assist another educator (e.g., student teacher, teacher, administrator); and</li> <li>are provided in conjunction with an approved training program, induction program, or professional development process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period.</p> <p>Accrual rate (maximums):</p> <ul style="list-style-type: none"> <li>supervision of student teacher (one semester) = 20 renewal credits</li> <li>mentoring (full year) = 30 renewal credits</li> <li>coaching (full year) = 20 renewal credits</li> <li>internships = 10 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>9. Educational Project, Collaboration, Grant, or Research</b>	<p>Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>exceed job requirements for the educator's position, as defined by the employing educational</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a synopsis (one page or less) of the project, collaboration, grant, or research; and</li> </ul>

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
	entity; <ul style="list-style-type: none"> <li>are coordinated or approved by an educational entity;</li> <li>are related to student achievement and/or to the goals of an educational entity;</li> <li>result in an educationally relevant product; and</li> <li>are a minimum of 5 hours in length.</li> </ul>	Accrual rate: 1 hour of direct participation = 1 renewal credit  Maximum for each activity within this option: 30 renewal credits	<ul style="list-style-type: none"> <li>official documentation from the educational entity verifying the date(s) and hours of direct participation.</li> </ul>
<b>10. Professional Development Activity</b>  <b>Includes conferences, workshops, task force, etc.</b>  <b>(further information provided at the end of matrix)</b>	Renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> <li>are tied to the educator's area(s) of certification and/or the goals of the employing educational entity;</li> <li>are provided by a national, state, regional, or locally approved sponsor; and</li> <li>involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	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 <ul style="list-style-type: none"> <li>official documentation from the sponsor verifying the educator's participation, and</li> <li>a synopsis of the session topic(s), date(s), and time(s).</li> </ul>
<b>11. Professional Development Activity (CEU Credit)</b>  <b>IACET CEU Credit –</b>  <b>(further CEU information provided at the end of matrix)</b>	CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> <li>are tied to the educator's area(s) of certification and/or to the goals of the employing educational entity,</li> <li>are provided by an SDE-approved CEU sponsor, and</li> <li>involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	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 <ul style="list-style-type: none"> <li>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.</li> </ul>



## **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](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.**

# RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

## OPTION 1: COLLEGE CREDIT

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Course Title:</b>
<b>Institution:</b> (Must be NCATE/regionally accredited or SBE approved)
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 120 renewal credits during the 5-year validity period of the certificate Accrual Rate: One semester hour of earned course credit = 20 renewal credits
<b>Course Description or Objectives:</b>
<b>Justification: If you are currently employed by an educational entity, how does this course relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this course relate to your area(s) of certification?</b>

### Section II: Pre-Approval *(Optional for completion by the district/agency official prior to the educator's participation in the course)*

Based on the information provided, is this course an appropriate certificate renewal option for this educator?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of District/Agency Official	Title

### Section III: Verification and Approval *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> An official transcript from the college/university is attached; <input type="checkbox"/> This course was taken for credit; and <input type="checkbox"/> The educator received a grade of “pass” (if pass/fail) or a grade of “C” or better.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

# RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

## OPTION 2: SDE CERTIFICATION RENEWAL COURSE

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Course Title:</b> (Must be pre-approved by the SDE)
<b>Sponsoring District/Agency:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 120 renewal credits during the 5-year validity period of the certificate Accrual Rate: One semester hour of earned course credit = 20 renewal credits
<b>Course Description or Objectives:</b>
<b>Justification:</b> If you are currently employed by an educational entity, how does this course relate to your professional growth and development plan? If you are <i>not</i> currently employed by an educational entity, how does this course relate to your area(s) of certification?

### Section II: Pre-Approval *(Optional for completion by the district/agency official prior to the educator's participation in the course)*

Based on the information provided, is this course an appropriate certificate renewal option for this educator?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of District/Agency Official	Title

### Section III: Verification and Approval *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> A report from the course administrator, as required by current SBE guidelines, verifying the educator's successful completion of the course	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

# RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

## OPTION 4: PUBLICATIONS

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Title of Publication:</b>
<b>Name of Journal or Publisher:</b>
<b>Date of Acceptance for Publication:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate 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
<b>Synopsis of Publication</b>
<b>Is this a first-time publication?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification:</b> If you are currently employed by an educational entity, how does this publication relate to your professional growth and development plan? If you are <i>not</i> currently employed by an educational entity, how does this publication contribute to the body of knowledge in your area(s) of certification?

### Section II: Pre-Approval *(Optional for completion by the district/agency official prior to the educator's completion of this publication)*

Based on the information provided, is this publication an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

### Section III: Verification and Approval *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed verification from the publisher of acceptance for publication, including the date of acceptance	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

## ENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

### OPTION 5: INSTRUCTION

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

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Title of Course or Presentation:</b>
<b>Site:</b>
<b>Dates of Course or Conference:</b>
<b>Number of Renewal Credits Sought:</b> 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 = 1.5 renewal credits, preparation credit may be given for no more than half of the presentation's length (see matrix for details)
<b>Is this the first time this course/presentation has been offered for credit in this area?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does this instruction or presentation exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

#### Section II: Pre-Approval *(Optional for completion by the district/agency official prior to the educator's participation in the instruction or presentation)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

#### Section III: Verification and Approval *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed 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.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

## RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

### OPTION 6: PROFESSIONAL TRAINING

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Activity Title:</b>
<b>Sponsoring District or Agency:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 120 renewal credits during the 5-year validity period of the certificate Accrual Rate: One hour of direct participation = 1 renewal credit
<b>Description or Objectives of the Training:</b>
<b>Justification: If you are currently employed by an educational entity, how does this training relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this training relate to your area(s) of certification?</b>

#### **Section II: Pre-Approval** *(Optional for completion by the district/agency official prior to the educator's participation in the training)*

Based on the information provided, is this training an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

#### **Section III: Verification and Approval** *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> A certificate or other official documentation from the activity sponsor verifying the educator's successful completion of the training program and indicating the date(s) and the number of hours of direct participation.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

# RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

## OPTION 7: PROFESSIONAL ASSESSOR/EVALUATOR

(e.g. STEP Evaluator, Principal Assessor, SACS Evaluator, NCATE Evaluator, NBPTS Evaluator))

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> - -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Type of Assessment/Evaluation/Accreditation Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate Accrual Rate: One hour of direct participation = 1 renewal credit
<b>Do you hold certification as an evaluator/assessor in this area?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does service on this evaluation/assessment/accreditation team exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

### Section II: Pre-Approval *(Optional for completion by the district/agency official prior to the educator's participation in the evaluation/assessment process)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

### Section III: Verification and Approval *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator's successful completion of all evaluation/assessment team requirements and indicating the date(s) and the number of hours of direct participation.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

# RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

## OPTION 8: MENTORSHIP, SUPERVISION OR COACHING

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Type of Mentoring, Supervision or Coaching Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate Accrual Rate: Supervision of student teacher = 20 credits, Mentoring for a year = 30 credits, Coaching for a year = 20 credits)
<b>Did you complete an approved training program in this area?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the mentorship, supervision or coaching activity in this area exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

**Section II: Pre-Approval** *(Optional for completion by the district/agency official prior to the educator's participation in Mentorship, Supervision or Coaching process)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

**Section III: Verification and Approval** *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator's successful completion of all responsibilities and requirements of service and indicating the date(s) and the number of hours of direct participation.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title



**RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM**  
**OPTION 9: EDUCATIONAL PROJECT, COLLABORATION, GRANT OR RESEARCH**

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> - -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Type of Project, Collaboration, Grant or Research:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate Accrual Rate: One hour of direct participation = 1 renewal credit
<b>Do you hold certification in the area related to this project, collaboration, grant or research?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does this activity exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

**Section II: Pre-Approval** *(Optional for completion by the district/agency official prior to the educator's participation in the educational project, collaboration, grant or research)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

**Section III: Verification and Approval** *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b>	
<input type="checkbox"/> Signed documentation from the sponsoring agency of the project, collaboration, grant or research verifying the successful completion of the activity and indicating the date(s) and the number of hours of direct participation.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

# RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM

## OPTION 10: PROFESSIONAL DEVELOPMENT ACTIVITY (Non – CEU Credit)

(e.g. conferences, workshops, task forces)

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> -   -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Type of Professional Development Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 60 renewal credits during the 5-year validity period of the certificate Accrual Rate: One hour of direct participation = 1 renewal credit
<b>Activity Description or Objectives:</b>
<b>Does this activity exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

### Section II: Pre-Approval *(Optional for completion by the district/agency official prior to the educator's participation in the conference, workshop or task force)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

### Section III: Verification and Approval *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator's successful completion of Professional Development Activity and indicating the date(s) and the number of hours of direct participation.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

**RENEWAL CREDIT PRE-APPROVAL AND VERIFICATION FORM**  
**OPTION 11: PROFESSIONAL DEVELOPMENT ACTIVITY (CEU Credit)**  
(e.g. conferences, workshops, task force)

<b>Last Name</b>	<b>First Name</b>	<b>Middle/Maiden</b>
<b>Social Security Number</b> - -	<b>SC Certificate Number</b>	<b>Area(s) of Certification</b>
<b>Employer</b>		<b>Position</b>

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

<b>Type of Professional Development Activity:</b>
<b>Site:</b>
<b>Dates of Participation:</b>
<b>Number of Renewal Credits Sought:</b> Maximum: Up to 120 renewal credits during the 5-year validity period of the certificate Accrual Rate: One CEU = 10 renewal credits
<b>Activity Description or Objectives:</b>
<b>Does this activity exceed typical job requirements for your position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Justification: If you are currently employed by an educational entity, how does this activity relate to your professional growth and development plan?</b> <b>If you are <i>not</i> currently employed by an educational entity, how does this activity relate to your area(s) of certification?</b>

**Section II: Pre-Approval** *(Optional for completion by the district/agency official prior to the educator's participation in the conference, workshop or task force)*

Based on the information provided, is this activity an appropriate certificate renewal option for this educator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of District/Agency Official	Title

**Section III: Verification and Approval** *(Must be completed by the district/agency official prior to or at the time of certificate renewal)*

<b>Verification (Required)</b> <input type="checkbox"/> Signed documentation from the sponsoring agency verifying the educator's successful completion of the Professional Development Activity requirements and indicating the date(s) and the number of CEU credits for this activity.	
<b>Approval (Required)</b> 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 of District/Agency Official	Title

Participant \_\_\_\_\_ School \_\_\_\_\_

Location \_\_\_\_\_

Reason for attendance \_\_\_\_\_

Synopsis of session topic(s), date and time \_\_\_\_\_

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_