

# ***CERTIFICATION RENEWAL CREDIT Procedures/Checklist***

## ***Step One: Approval of Activity for Renewal Credit***

<i>(check)</i>	<b><i>I.</i></b>	<i>Each spring during Goals Based Evaluation (GBE) conferences, principal and teacher discusses goals and each professional development activity that is eligible to count toward renewal credit based on Certificate Renewal Credit Matrix.</i>
	<b><i>II.</i></b>	<i>For each eligible professional development activity the teacher requests to apply to renewal credit, the teacher must complete and have approved by the principal/designee the top portion of the “Professional Development for Renewal Credit” form. The teacher must maintain a copy until the activity is completed.</i>

## ***Step Two: Approval of Completion of Activity and Documentation for Renewal Credit***

	<b><i>I.</i></b>	<i>Once credit is completed, the teacher completes the bottom portion of the “Professional Development for Renewal Credit” form, gets form signed by the principal/designee, attaches all appropriate documentation following all guidelines on the Certification Renewal Credit Matrix form, and forwards to Human Resource Office maintaining a copy for their own records.</i>
	<b><i>II.</i></b>	<i>At the completion of work toward renewal credits, the teacher completes SDE form “Renewal Credit Computation Sheet” and forwards to Human Resource office.</i>
	<b><i>III.</i></b>	<i>At the end of the renewal credit five-year period, given that all requirements are met, State Department of Education office forwards renewed certificate to the teacher. Points earned within a 5 year certification period can only be applied within that certification period. Points cannot be carried over to the next certification period.</i>

# Professional Development for Renewal Credit

Name \_\_\_\_\_ School/Department \_\_\_\_\_

Certificate # \_\_\_\_\_ Certificate Expiration Date \_\_\_\_\_ SS # \_\_\_\_\_

## Step One: Approval of Activity for Renewal Credit

### Activity Renewal Options (Check One)

<input type="checkbox"/>	1.College Credit	<input type="checkbox"/>	7.Professional Assessor/Evaluator
<input type="checkbox"/>	2.SDE Renewal Course	<input type="checkbox"/>	8.Mentorship, Supervision, or Instructional Coaching
<input type="checkbox"/>	3.SDE Approved CEU Credits	<input type="checkbox"/>	9.Educational Project, Collaboration, Grant, or Research
<input type="checkbox"/>	4.Publications	<input type="checkbox"/>	10.Professional Development Activity (Non-CEU Credit)
<input type="checkbox"/>	5.Instruction	<input type="checkbox"/>	11.Professional Development Activity (CEU Credit)
<input type="checkbox"/>	6.Professional Training	<input type="checkbox"/>	12.Jason Flatt Act Requirement for Renewal*

**Describe Credit Renewal Activity:**

**State Supporting Goal:**

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Designee Signature \_\_\_\_\_

Date \_\_\_\_\_

## Step Two: Approval of Completion of Activity and Documentation for Renewal Credit

<b>Documentation Attached</b> (Check One)	<input type="radio"/> 1. Official Transcript	<input type="radio"/> 7. Verification of Completion of STEP123 Requirement
	<input type="radio"/> 2. SDE Course Certificate	<input type="radio"/> 8. Verification of Completion of Mentoring Responsibilities
	<input type="radio"/> 3. Official Transcript or Document	<input type="radio"/> 9. Synopsis and Verification of Project, Collaboration, Grant, or Research
	<input type="radio"/> 4. Synopsis and Letter of Acceptance from Publisher	<input type="radio"/> 10. Synopsis and Verification of Attendance to Conferences, Workshops, Etc.
	<input type="radio"/> 5. Synopsis and Training Schedule	<input type="radio"/> 11. CEU Transcript or Verification of CEU Credit
	<input type="radio"/> 6. Training Objectives or Outline and Certificate of Completion of Training	<input type="radio"/> 12. Certificate of Completion

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Designee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Total Points Awarded:**

*For Office Use Only*

Date Received \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

*\*Please refer to Jason Flatt Act District Implementation Plan for guidelines*