

Renewal Credit Matrix

Certificate Renewal Option	Eligibility Criteria	Renewal Credits	Required Verification
<p>1. College Credit</p> <p>Educators with a Bachelor's Degree are required by the State Department to obtain three graduate hour credits.</p>	<p>All courses must</p> <ul style="list-style-type: none"> • 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. 	<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 an official transcript from the college or university.</p> <p>Transcripts must be submitted in an official sealed envelope.</p>

<p>2. State Department of Education Certificate Renewal Course</p>	<p>All certificate renewal courses must</p> <ul style="list-style-type: none"> • 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 State Board of Education criteria. 	<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 certification renewal courses.</p>
<p>3. District Point Plan for Certificate Renewal</p> <p><i>Eligibility to apply renewal credits earned through the CCSD Point Plan will phase out as of July 1, 2005. Previous earned points will be honored with appropriate documentation.</i></p>	<p>District Professional development points must</p> <ul style="list-style-type: none"> • be earned within a district point plan for certificate renewal that was approved by the SBE and • be reciprocal from one SBE-approved district point plan to another. 	<p>Maximum: up to 120 renewal credits may be earned under an approved district point plan during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 earned professional development point = 1 renewal credit</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • official district verification, as specified in the district’s SBE-approved point plan for certificate renewal.

<p>4. Publications</p>	<p>Publications must</p> <ul style="list-style-type: none"> • 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). 	<p>Maximum: 60 renewal credits may be earned during the five-year validity period.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> • primary author of book or refereed journal article=60 renewal credits • primary author of nonrefereed journal article=30 renewal credits • secondary author of book or article=15 renewal credits 	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • 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.
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<p>5. Instruction</p>	<p>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</p> <ul style="list-style-type: none"> • 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 	<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>1 CEU = 10 hours of direct participation</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • 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.
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<p>6. Professional Training</p>	<p>All professional training must</p> <ul style="list-style-type: none"> • 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. 	<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 hour of direct participation = 1 renewal credit</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • 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.
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<p>7. Professional Assessor/Evaluator</p>	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> • 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 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 • upon the educator’s completion of all requirements of the assessment/evaluation process. 	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certification.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • Official documentation verifying completion of all evaluation/assessment team requirements, including the date(s) and the number of hours of direct participation.
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<p>8. Mentorship Supervision or Coaching</p>	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> • 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 hours in length. 	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period.</p> <ul style="list-style-type: none"> • Accrual rate (maximums): supervision of student teacher (one semester) = 20 renewal credits • mentoring (full year) = 30 renewal credits • coaching (full year) = 20 renewal credits 	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • 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.
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<p>9. Educational Project, Collaboration, Grant, or Research</p>	<p>Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that</p> <ul style="list-style-type: none"> • 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. 	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <ul style="list-style-type: none"> • Accrual rate: 1 hour of direct participation = 1 renewal credit for a first time grant application (maximum of 15) • 1 hour of direct participation = 1 renewal credit for grant implementation (maximum of 15) 	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • 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 as documented by the employee.
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<p>10. Professional Development Activity (Non-CEU Credit)</p>	<p>Renewal credits are awarded only for those (non-CEU) professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> • 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. 	<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>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • official documentation from the sponsor verifying the educator’s participation and • a synopsis of the session topic(s), date(s), and time(s).
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<p>11. Professional Development Activity (CEU Credit)</p> <p><u>This option is used for renewal credits obtained through The International Association for Continuing Education and Training (IACET)</u></p>	<p>CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> • are tied to the educator’s area(s) of certification and/or to the goals of the employing education entity. • are provided by a SDE-approved CEU sponsor, and • involve a minimum of 4 hours of direct contact excluding meals and breaks. 	<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 CEU through IACET = 10 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • 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.
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