



Limestone College

Renewal Credit Plan

(Revised May 16, 2014)

Purpose

The purpose of the Renewal Credit Plan is to provide a mechanism that will enable educators employed in school districts or other educational entities to apply a broad range of relevant professional development activities toward their certificate renewal. According to the state guidelines, 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;
- Be operationally efficient.

Limestone College Renewal Credit Plan will also:

- Ensure that educators are accountable for professional growth in areas that are directly related to their specific job functions;
- Encourage educators to promote and support work that addresses the recruitment, retention, and advancement of teachers; and
- Encourage educators to engage in work that supports collaboration with other organizations to promote the teaching profession.

Description

All educators who hold a valid South Carolina educator's certificate and are employed at **Limestone College** are eligible to participate in **Limestone College's** Renewal Credit Plan. An educator's Professional or Limited Professional Certificate is valid for five years and expires on June 30 of the fifth year. In order to renew the certificate, 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. Initial certificates are valid for three years. At the end of three years, an educator may apply for a Limited Professional certificate if he/she qualifies. If the educator does not qualify, the Initial certificate may be extended annually at the request of the employer. Educators extending their Initial certificates annually must submit 120 renewal credits every five years.

Special Requirement

Any educator who has not earned a Master's Degree must earn sixty (60) renewal credits in graduate-level coursework to renew the current certificate. Educators who hold *only* Career and Technology Education Work-Based Certificates are not required to fulfill the graduate-level coursework requirement.

Obtaining and Submitting Renewal Credits

Limestone College's certificate renewal process is aligned with its professional development plan. The educator's renewal activities must directly support the professional goals that are tied to the employee's job functions.

Limestone College's educators must complete the following steps in order to renew their professional educator's certificates:

Explanation of the Plan:

An individual who is employed in a position that requires South Carolina educator certification or is employed in a South Carolina Public Entity as defined by the SCDE must earn renewal credits through professional development activities that:

1. directly relate to the educator's professional growth and development; and
2. support the goals of the employing entity.

An educator who is employed in a South Carolina public entity and holds a position that either requires South Carolina educator certification or would like to maintain certification, must:

1. 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;
2. maintain all required verification, as described in the renewal credit matrix;
3. adhere to all School of Education policies related to the processing of renewal credit; and
4. submit necessary verification to the designated administrator for review, approval, and signature.

An educator seeking renewal credit must adhere to the following:

- Renewal activities cannot be part of your contracted duties;
- Renewal activities must be completed during the five year validity period of the teacher certificate;
- If the educator does not have a Master's degree of higher, 60 renewal credits must be graduate level course credit.

This plan is for certificate renewal only. All other certification transactions will be performed by the SC Department of Education, Office of Certification.

Steps to Renewing a Professional Certificate

1. You must have a Professional or Grade A Certificate to renew your certificate through the Limestone College Teacher Education Office.
 - a. Faculty who have a One-Year Extension on their certificate must contact the State Department of Education, Office of Teacher Certification in order to renew your certificate.
 - b. Faculty who have a Trade and Industry Career and Technology Work-Based Experience Certificate must contact the State Department of Education, Office of Teacher Certification in order to renew your certificate.
2. Professional development activities that are eligible for renewal credit are above and beyond normal job responsibilities (cannot be part of your contracted job duties) and meet one of the options in the Renewal Option Matrix.
3. Faculty must first receive approval for any professional development activities by following the Approval, Verification, and Documentation guidelines noted below.

In the event an activity is not accepted for renewal credit, the educator has the right to appeal within six months using the appeal process and form (see Appeal Process noted below).
4. Complete activities for renewal credit.
5. At the completion of activities, the educator obtains the appropriate verification form and/or signature and required documentation as specified in the Renewal Credit Matrix or as established by the Renewal Coordinator when the activity was approved.
6. After earning 120 renewal credits, the educator completes the Recertification Computation Sheet and attaches all verification forms and documentation.
7. The Recertification Computation Sheet, required verification forms and documentation, and completed Request for Change/Action Form are submitted to the Renewal Coordinator. All forms must be approved and signed by faculty member, the Renewal Coordinator, and the Director of Teacher Education. Official transcripts may be sent to the Renewal Coordinator or the State Department of Education.
8. To insure that a certificate is renewed prior to its expiration date, forms should be submitted no later than April 15 of the expiration year.
9. When renewal credits have been entered to the state system, the state will renew the certificate.

Approval, Verification, and Documentation Process

- All credit renewal activities must be pre-approved by the Director or the Renewal Credit Coordinator on the “Renewal Credit Pre-Approval and Verification Form. Please be sure to complete the correct corresponding “option” form as defined on the Renewal Credit Matrix.
- At the completion of the pre-approved activity a “renewal credit certificate of completion” form or other proper documentation along with the “Renewal Credit Pre-approval and Verification Form” should be submitted to the Director or the Renewal Credit Coordinator for timely approval and signature.
- Keep a copy of all forms in your notebook.
- Submit the original “Renewal Credit Pre-approval and Verification Form” complete with all your signatures to the Renewal Credit Coordinator.
- For Institution sponsored activities, the following must be provided to participants prior to the event:
 - the title of the activity
 - the name of the sponsor/renewal credit provider, including applicable contact information
 - the date(s) and time(s) of the activity
 - the location of the activity
 - the objectives of the activity
 - the intended audience or participants
 - the number of contact hours (excluding all meals and breaks) This information may be in the form of a brochure, conference program, agenda, etc.
- Certificates issued for institution approved activities should be filed in the Institution Approved Activities section of the Professional Development Notebook.
- Participants for Institution sponsored activities must sign-in and out, noting time in attendance. Partial credit may be given for personnel whose regular responsibilities require early departure.
- All renewal credits will be submitted to the State Department of Education by the Renewal Coordinator.
- All documentation and verification forms must be kept on file by certified personnel for a period of seven years.
- If questions arise, the Renewal Credit Computation Sheet and verification documents should be referred to the Director or Renewal Credit Coordinator for review.

Appeal Process

Certified personnel should always refer to the Renewal Credit Activity Checklist before seeking pre-approval for an activity. Pre-approval forms will be reviewed and signed off on by the Renewal Credit Coordinator. In the event an activity is not approved, the faculty member has the right to appeal. Appeals must be made within two weeks of the approval denial. An appeal must be submitted by completing the appeal form and attaching the denied pre-approval request. These documents must be submitted to the Renewal Credit Coordinator who will meet with the Director. The renewal credit coordinator, in consultation with the Director will make a consensus decision based on the information provided. The area renewal credit Coordinator and/or the Director will inform the faculty member of the consensus decision.

Certificate Renewal Requirements

Renewal credits:

- Must be earned during the five-year validity period of the certificate

- Cannot be carried over from one renewal period to the next
- Must total at least 120, as outlined in the Credit Matrix, in order for the certificate to be renewed
- May be earned via any combination of the options listed in the Credit Matrix
- May not be earned for activities that are considered part of the educator's assigned duties
- May be earned during regularly scheduled work hours if approved by the educator's evaluator
- Must reflect sixty credits of graduate-level course work if the educator does not hold a Master's degree (Note: Educators who hold work-based certification only are exempt from this requirement.)

Renewal Credit Plan Documents

Educators are responsible for maintaining their own records for certificate renewal. Educator files should include the following:

- A copy of **Limestone College's** Renewal Credit Plan
- A copy of the professional growth and development plan and the individual renewal credit plan (as defined by the entity)
- Copies of completed renewal credit pre-approval forms
- Copies of forms or certificates verifying the completion of renewal credit courses or professional development activities
- A Renewal Credit Computation Sheet
- A copy of the educator's professional certificate



Limestone College

Professional Growth Plan

School Year 2014-2015

Certified Employee Shelly Meyers Certificate Number _____

Entity/Agency Limestone College

Areas of Certification Elementary

Short-Term Professional Development Goals (GBE Goals may be used)

1. Successful submission of SPA reports.

2. Successful submission of Institutional Report for NCATE.

3. Improve Professional Development School functions.

Long Term Professional Development Goals

Improve functions of Teacher Education Program. Improve teaching strategies and teacher candidate success in terms of student learning. Increase efficiency in administrative duties.

Other goals based on Supervisor's recommendations (Aligned with Entity Renewal Plans)

Certified Employee Signature

Date

Supervisor Signature

Date



Limestone College

Renewal Computation Sheet

Last name: Meyers	First name: Shelly	M.I. : A	Grade Level Employed: College
Social Security # (Last 4): 2575	SC Licensure # (required)	Highest Degree: Ed.D.	

OPTION/DESCRIPTION/MAXIMUM POINTS

Course No./Title	Ending Date	Administrator's Preapproval (If required)	Credits Earned
Option 1: College Credit (120)			
Graduate Course No./Title	College		
Undergraduate Course No./Title	College		
Option 2: SDE Renewal Course (120)			
Course No./Title	Location		
Course No./Title	Location		
Option 3: SDE approved CEU credit (120)			
Activity	Location		
Activity	Location		
Option 4: Publications (60)			
Title	Publisher	Date Published	
Title	Publisher	Date Published	
Option 5: Instruction (60)			
Workshop or Course Title	Location		
Workshop or Course Title	Location		
Option 6: Professional Training (120)			
Title	Sponsoring Organization/Agency		
Title	Sponsoring Organization/Agency		
Option 7: Professional Assessor/Evaluator (60)			
Type	Duties		
Type	Duties		
Option 8: Mentorship, Supervision, or Mentoring (60)			
Type			
Type			

Type			
Type			
Continued on page two...			

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

<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> The Jason Flatt Act requirement has been satisfied by this educator (mm/yyyy)</p> <p>_____</p>
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Signature of Educator: _____ **Date:** _____

Signature of Renewal Coordinator: _____ **Date:** _____



Limestone College

Renewal Credit Activity Pre-Approval Form

Educator Name _____

Date Submitted _____

Request for points earned for: _____ College Credit _____ PD Activity

For College Credit, attach a course description and complete the highlighted section below

For PD activity, complete the highlighted section below:

Title of Activity _____

Date/Time of Activity _____ Location _____

Agency/Presenter _____

How will this activity serve you in raising the achievement of the students you directly teach, at
_____ (Name of employing entity)?

How will this activity fit into your Professional Goals for this year?

Are you requesting funds for this activity? _____ If Yes, in what amount? _____

_____ Approved _____ Not Approved Renewal Coordinator's Signature _____



Limestone College

Renewal Credit Activity Appeal Form

*All credit appeals must be submitted within thirty days of credit denial

Educator Name _____

Certificate Number _____ Date _____

Evaluator _____

Option on Matrix _____ Amount of Credit _____

Activity _____ Date submitted to Administrator _____

Description of Activity

****Attach verification of this activity to this form****

Title of Activity _____

Date/Time of Activity _____ Location _____

Agency/Presenter _____

Attach/Explain:

1. The process you followed to submit the credit
2. How it supports your Professional Growth and Development Plan
3. Why this credit should count toward your certificate renewal

Educator's Signature _____ Date _____

Explain why this activity was denied renewal credit for the above educator:

Renewal Coordinator's Signature _____ Date _____

Appeal Status

_____ Approved _____ Not Approved (State reason for Approval/Denial):

Signature, Chairman of Appeal Committee

Date