

Key Reminders for Certificate Renewal

1. Certificate renewal is the professional responsibility of the educator.
2. All renewal credit must support the educator's Certificate Renewal/Professional Growth and Development Plan
3. The 120 renewal credits must be earned during the 5-year validity period of the certificate. Credit cannot be carried over to the next renewal period.
4. Educators without a Master's Degree must earn a minimum of 60 points (3 hours) in a graduate course from an approved college or university.
5. When using graduate courses for certificate renewal, the educator must submit a transcript as a part of the documentation. An unofficial transcript is acceptable. If the course is completed through the district, a transcript is not required as the district retains these records.
6. For educators working in middle or high school, the Jason Flatt training is required. Please provide the certificate of completion with you recertification form.
7. Each year the district provides the educator with a chart that documents the in-district PD credit. These credits can be verified by the principal and summarized on the certificate renewal form.
8. To request certificate renewal, the educator meets with his/her principal or designee to review credits earned. The credits are entered onto the certificate renewal form (Form 1). The educator and principal or designee sign the form and sends it to Mrs. Hipp at the district office. Mrs. Hipp then processes the renewal.
9. The deadline for certificate renewal is June 7, 2016. If you cannot meet that deadline, please contact Mrs. Hipp prior to the deadline.

Reminder: For certificate renewal, you do not need to send anything to the state department. The renewal is processed through the district office. The only time you need to send transcripts to the state department is when you are trying to advance your certificate (+18, Masters, +30, etc.) or when you want to add an area of certification.

<i>Option/Description/Maximum Points</i>	<i>Ending Date</i>	<i>Advisor's Initials</i>	<i>Points Earned</i>
Option 7: Prof. Assessor/Evaluator (60)			
Option 8: Mentorship, Supervision, or Instructional Coaching (60)			
Option 9: Educational Project, Collaboration, Grant, or Research (60) Type of Project, Grant, Research, or Collaboration			
Option 10: Professional Development Activity (Non-CEU Credit) (30) Activity Title			
Option 11: Professional Development Activity (CEU Credit) (120) Activity Title			
Total Renewal Points Earned	-----	-----	

Section B

This section is to be completed by the District #3 Educator and his/her advisor. The form is to be submitted to the Professional Development Coordinator no later than March 22 of the expiration year.

I hereby verify that (check all appropriate)

Educator	Advisor	
		All activities directly relate to the licensee's professional growth and development plan, support the goals of Anderson School District #3, promote student achievement, and meet the criteria specified in the renewal credit matrix.
		Appropriate verification relative to the completion of all activities has been reviewed and will be maintained until a new certificate is received.
		Documentation of completion of Jason Flatt training is attached. (Middle or High School)

Signature of Educator: _____ Date: _____

Signature of Advisor: _____ Title: _____

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
1. College Credit	All courses must <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. 	Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • an official transcript from the college or university.
2. State Department of Education Certificate Renewal Course	All certificate renewal courses must <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 SBE criteria. 	Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	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.
3. State Department of Education approved CEU credits	SDE approved CEU credits are: <ul style="list-style-type: none"> • ASHA approved credits for Speech Language Therapist licensure • Board of Examiners of Psychology approved courses for Psychologist licensure • CEUs issued by regionally accredited colleges or universities 	Maximum: up to 120 renewal credits may be earned in SDE approved CEUs Accrual rate: 1 CEU is equal to 10 contact hours	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.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>4. Publications</p> <p>(further information provided at the end of matrix)</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 non-refereed 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.
<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; and 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:</p> <ul style="list-style-type: none"> college/university course: 1 semester hour of instruction = 20 renewal credits presentation: a 1-hour presentation = 3 renewal credits. <p>(This includes preparation time.)</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity.
<p>6. Professional Training</p> <p>(further information provided at the end of the matrix)</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 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.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
7. Professional Assessor/ Evaluator	Assessor/evaluator renewal credits may be obtained only <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. 	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 Participation on an ADEPT Evaluation Team = maximum 30 credits	In order to receive renewal credits via this option, the educator must provide <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.
8. Mentorship, Supervision, or Instructional Coaching	Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that <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. 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period. Accrual rate (maximums): <ul style="list-style-type: none"> • supervision of student teacher (one semester) = 20 renewal credits • mentoring (full year) = 30 renewal credits • coaching (full year) = 20 renewal credits • internships = 10 renewal credits 	In order to receive renewal credits via this option, the educator must provide <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.
9. Educational Project, Collaboration, Grant, or Research	Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that <ul style="list-style-type: none"> • exceed job requirements for the educator's position, as defined by the employing educational 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • a synopsis (one page or less) of the project, collaboration, grant, or research; and

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
	entity; <ul style="list-style-type: none"> • 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. 	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"> • official documentation from the educational entity verifying the date(s) and hours of direct participation.
10. Professional Development Activity Includes conferences, workshops, task force, etc. (further information provided at the end of matrix)	Renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <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. 	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"> • official documentation from the sponsor verifying the educator's participation, and • a synopsis of the session topic(s), date(s), and time(s).
11. Professional Development Activity (CEU Credit) IACET CEU Credit – (further CEU information provided at the end of matrix)	CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> • are tied to the educator's area(s) of certification and/or to the goals of the employing educational entity, • are provided by an SDE-approved CEU sponsor, and • involve a minimum of 4 hours of direct contact, excluding meals and breaks. 	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"> • 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.

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.

Jason Flatt Requirement for Middle & High School Teachers

Jason Flatt Act: Training requirement for re-certification.

"Section 59-26-110. (A) Beginning with the 2013-2014 school year, the Department of Education shall require two hours of training in youth suicide awareness and prevention as a requirement for the renewal of credentials of individuals employed in a middle school or high school as defined in Section 59-1-150. The required training shall count toward the one hundred twenty renewal credits specified in Department of Education regulations for renewal of credentials.

The Jason Foundation, Inc. (JFI) is a nationally recognized provider of educational curriculums and training programs for students, educators/youth workers and parents. JFI's programs build an awareness of the national health problem of youth suicide; educate participants in recognizing the "warning signs or signs of concern", provide information on identifying at-risk behavior and elevated risk groups, and direct participants to local resources to deal with possible suicidal ideation. JFI's student curriculums are presented in the "thirdperson" perspective – how to help a friend. The Jason Foundation, Inc. is a nonprofit 501c3. The Jason Foundation staff development program provides specialized training for educators, law enforcement, youth leaders and others who work closely with youth. These training seminars promote awareness and prevention through information that is pertinent to the relationships and interactions that exist between educators or youth workers and their students. They also suggest resources that can be used to help a depressed or suicidal student. School districts should send a written request to The Jason Foundation asking for a login and password using the comment section of the form found here:

<http://www.jasonfoundation.com>

Upon entering the training modules site you will find four modules. To gain a comprehensive understanding it is recommended that all four modules be viewed. Viewing all four modules will exceed the requirement of two hours. Module TWO will provide the requirement. After completion of the viewing a short certification assessment must be completed and a certificate printed out.

The Jason Foundation offers this online training at NO COST.