

# McCormick County School District



## Educator Licensure Renewal Credit Plan

### **Guidelines for Implementation & Documentation of Credit**

**Updated 2013-2014**

Office of Human Resources  
821 North Mine Street  
McCormick, SC 29835  
864-852-2435



## SC State Department of Education License Renewal

The Renewal Credit Plan guidelines apply to any person who holds a South Carolina educator's professional license. The current employment status of the educator determines the specific steps the educator must complete to renew his/her professional educator's license. The process for each category of South Carolina educator's license is outlined under License Renewal.

A South Carolina educator's professional license is valid for five years and expires on June 30 of the expiration year. In order to be eligible for license 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 license.

The Renewal Credit Plan provides a mechanism that enables educators employed in a South Carolina public school district and educators employed by participating educational entities to apply a broad range of relevant professional development activities toward their license renewal. All of the credited work must support the educator's current professional growth and development plan. The license renewal plan:

- Encourages educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement
- Ensures that educators are accountable for their continuous professional development
- Is operationally efficient

### Obtaining Renewal Credits - Employed in District

Educators are responsible for ensuring that all renewal options and activities meet the following guidelines.

An individual who is employed in a position that requires South Carolina educator certification 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).

An educator who is employed in a South Carolina public school district or State Department of Education-approved Renewal Credit Plan agency and 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 license 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 designated district/agency administrator for review, approval, and signature

**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.

Please visit the SC Department of Education website at [www.sc.gov](http://www.sc.gov) for a more detailed description of license renewal procedures.



# MCCORMICK COUNTY SCHOOL DISTRICT

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## 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>	All courses must <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>	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"> <li>an official transcript from the college or university.</li> </ul>
<b>2. State Department of Education Certificate Renewal Course</b>	All certificate renewal courses must <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>	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.
<b>3. State Department of Education approved CEU credits</b>	SDE approved CEU credits are: <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>	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.

<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
<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>

<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
<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>

<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
	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>>.

**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.**





## The Law

(R194, H4690)

AN ACT TO AMEND THE CODE OF LAWS OF SOUTH CAROLINA, 1976, SO AS TO ENACT THE "JASON FLATT ACT" BY ADDING SECTION 59-26-110 SO AS TO PROVIDE THAT THE DEPARTMENT OF EDUCATION SHALL REQUIRE TWO HOURS OF TRAINING IN YOUTH SUICIDE AWARENESS AND PREVENTION AS A REQUIREMENT FOR THE RENEWAL OF CREDENTIALS FOR INDIVIDUALS EMPLOYED IN MIDDLE SCHOOLS AND HIGH SCHOOLS; TO REQUIRE THE DEPARTMENT TO DEVELOP GUIDELINES FOR TRAINING AND MATERIALS THAT MAY BE USED BY SCHOOLS AND SCHOOL DISTRICTS AND TO PROVIDE THAT SCHOOL DISTRICTS MAY APPROVE TRAINING MATERIALS FOR TRAINING THEIR EMPLOYEES; TO PROVIDE THAT THIS TRAINING REQUIREMENT MAY BE SATISFIED THROUGH SELF REVIEW OF SUICIDE PREVENTION MATERIALS; AND TO PROVIDE THAT NO CAUSE OF ACTION RESULTS FROM THE IMPLEMENTATION OF THIS ACT.

Be it enacted by the General Assembly of the State of South Carolina:

### Jason Flatt Act

SECTION 1. This act may be cited as the "Jason Flatt Act".

### Youth suicide prevention teacher training

SECTION 2. Chapter 26, Title 59 of the 1976 Code is amended by adding:



"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.

(B)(1) The department shall develop guidelines suitable for training and materials that may be used by schools and districts; however districts may approve materials to be used in providing training for employees.

(2) The training required in this section may be accomplished through self-review of suicide prevention materials that meet guidelines developed by the Department of Education.

(C) No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of the provisions of this section or resulting from any training, or lack of training, required by this section unless the loss or damage was caused by wilful or wanton misconduct. The training, or lack of training, required by the provisions of this section must not be construed to impose any specific duty of care."

#### **Time effective**

SECTION 3. This act takes effect upon approval of the Governor.

Ratified the 8th day of May, 2012.

Approved the 14th day of May, 2012. -- S.



### **Available Resources**

The following resources are available to districts to meet the requirements of the Jason Flatt Act.

1. **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 "third-person" perspective – how to help a friend. The Jason Foundation, Inc. is a non-profit 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/aboutus/index\\_contactus.php](http://www.jasonfoundation.com/aboutus/index_contactus.php)

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.**



# Licensure Renewal Plan for Educators in McCormick County School District

## Purpose

The purpose of the District's licensure renewal plan is to define the manner in which the District will comply with state regulations for renewing PROFESSIONAL licenses of currently employed educators. This license renewal plan is intended to:

- encourage educators to engage in meaningful, quality professional development activities that re directed toward promoting student achievement;
- ensure that educators are accountable for their continuous professional development; and
- be operational efficient.

## Steps in the Renewal Credit Process

The four steps an educator in the McCormick School District follows in renewing a PROFESSIONAL license are as follows:

1. Development of a Professional Growth Plan which identifies goals and renewal credit activities;
2. Approval of activities, as necessary;
3. Documentation of activity completion; and
4. Submission of renewal credits to the Office of Human Resources.

Each of these steps is critical in renewing a PROFESSIONAL license at the end of the five-year validity period.

**Note:** Other types of linceses (**Initial, Critical Needs, or International**) require renewal through completion of SDE prescribed requirements and cannot be renewed following this renewal credit process.

### Development of a Professional Growth Plan

All certified educators will develop a Professional Growth Plan (**Appendix A**) that includes goals designed to promote their professional growth. The PGP will be reviewed and revised annually by the educator in consultation with his/her Renewal Credit Advisor (RCA), i.e. principal or immediate supervisor. Goals must be tied to state and/or local standards and strategies to promote student achievement and professional growth of educators.

**Goals achieved through activities that are above and beyond as educator's required job responsibilities, which are completed while an employee of the McCormick County School District, and which meet the eligibility criteria of the state renewal credit matrix may count credits toward renewal of their licenses.** To determine whether or not an activity meets these criteria, respond to the following questions about the activity:

- Does it promote student achievement?
- Does it go above and beyond normal job expectations?
- Does it directly relate to the professional growth of the educator?
- Does it support the individual's professional growth plan and/or specific school and/or district goals?
- Does it meet eligibility criteria for the renewal credit option/activity on the state matrix?
- Does it have the proper supporting documentation for verification?

#### Approval of Activities

District-sponsored activities do not require pre-approval, but they may not automatically count toward an educator's renewal. The previous criteria should be consulted to determine applicability to each educator. Pre-Approval, from your Renewal Credit Advisor (Principal) is required for all activities that are NOT district-approved or district-sponsored unless there is an exception noted in the matrix.

#### Documentation of Activity Completion

All educators will be responsible for maintaining their documentation (transcripts, certificates, products, publications, etc.) for credit renewal. This documentation must be kept for at least one year beyond renewal of a certificate.

Should any questions arise regarding activity completion or renewal credits, the educator may be asked to submit supporting documentation to the Office of Human Resources. Failure to produce the appropriate supporting documentation may result in the denial and/or revocation of the renewal credits.

#### Submission of Renewal Credits

Educators who fall into one of the three categories below must submit to the Office of Human Resources a Recertification Computation Sheet **(Appendix B)** between March 15 and June 15 of each school year:

- Have a Professional license that expires at the end of the current school year (June 30, 2014);
- Have a Professional license that expires at the end of the NEXT school year; or
- Have a Professional license and are leaving the district at the end of the current school year.

The following steps should be followed by educators in submitting renewal credits to the Office of Human Resources for recording at the state level:

1. Gather all documentation for activities that can be used for credit renewal. Consult the Renewal Matrix for clarification.
2. Fill out the Recertification Computation Sheet **(Appendix B)** by listing all activities under the appropriate option for which you have documentation, the date of completion of the activity, and the number of credits awarded for each.
3. Meet with your Renewal Credit Advisor (RCA) (i.e. Principal) to review your documentation and have the computation sheet signed and dated by both you and your RCA.
4. Submit ONLY the completed Recertification Computation Sheet to the Office of Human Resources by June 15 of the current school year.

5. Maintain all documentation used for license renewal and keep a copy of the Recertification Computation Sheet before sending it to the Office of Human Resources. (Educator must maintain documentation for at least one year following certificate renewal.)

The Office of Human Resources will submit all renewal credits for the three groups mentioned above annually to the State Department of Education. Individuals will be able to accrue credits during the year their certificate expires, however, if the required credits have not been acquired up to that point.

## **Jason Flatt Act**

NOTE: In an effort to be in full compliance with the "Jason Flatt Act" (suicide awareness and prevention training), effective with the 2013-2014 school year, two hours of training in youth suicide awareness and prevention will be required for the renewal of credentials of all individuals employed in McCormick County School District. The District acknowledges that the law specifically applies to middle and high school employees, however, given our unique size, location, and proximity to our students, MCSD is requiring suicide prevention for all certificate renewals.

The required training shall count toward the one hundred twenty renewal credits specified in the Department of Education regulations for renewal credentials.

To complete the required training, visit The Jason Foundation website at <http://jasonfoundation.com/>

- Hoover over the "Get Involved" tab and click on the "Professional Development Series"
- Click on the "click here" link to request a password
- Once logged-in, view training module #2
- Print your Certificate of Completion
- The Certificate of Completion is valid for 02 renewal credits.

You may complete additional modules to earn additional renewal credits, if you desire to do so.

## **Appeals Process**

In the event an activity is not approved or there are questions about the amount of credit awarded, the educator has a right to appeal. The steps in the appeals process are as follows:

1. Appeals must be made within two weeks of the approval denial.
2. An appeal must be submitted to the Office of Human Resources by completing the Renewal Credit Matrix Appeal Form (Appendix C) and attaching the denied pre-approval request and any other relevant documents (goal sheets, etc.).
3. A peer review committee comprised of school members selected on a rotation and the Director of Human Resources, acting as committee chair, will consider the appeal and render its decision.
4. If denied, the decision can be appealed a second time to the Superintendent by submitting the same documents within one week of receiving the peer review committee's decision. The decision of the Superintendent will be final and will be

communicated to the individual and the Office of Human Resources within one week.

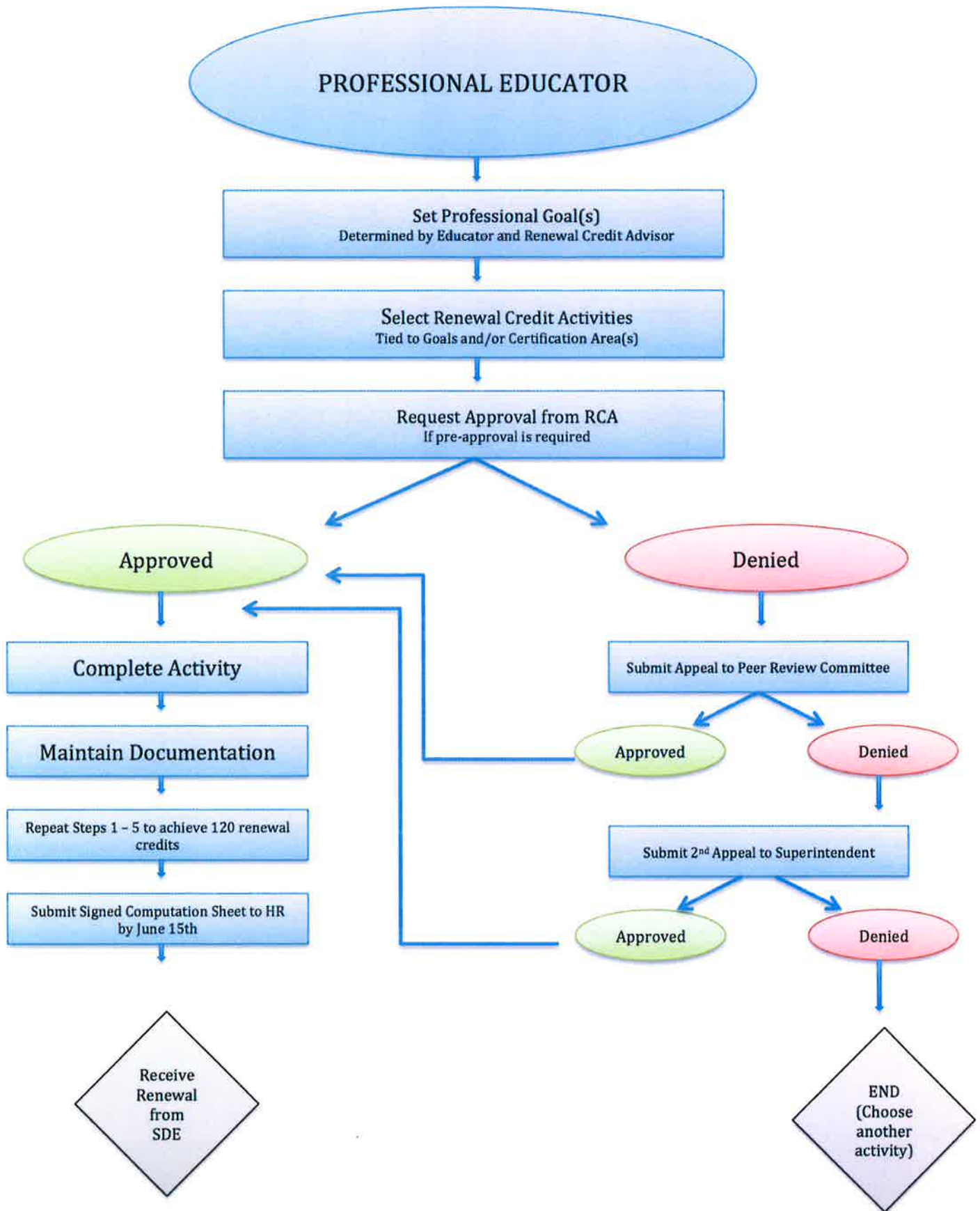
## **Monitoring the Goals Process**

Each educator will bring the documentation of completion of activities to each GBE/goals conference for goals review and professional development renewal credit review. Thus, documentation and progress toward goal attainment will be reviewed at least once a year, and the renewal credit advisor (RCA) (i.e. Principal) will sign off that goals(s) have been completed.

## **Sponsoring a Renewal Credit Activity**

Principals, supervisors, and other district administrators who wish to sponsor an activity that grants credit renewal may submit their activity for approval to the Office of Human Resources a minimum of three weeks prior to the date that activity is to begin. If the activity is approved, it will be posted on the Office of Human Resources website for participants to register. If the activity is not approved, the person initiating the request may follow the appeals process. Sponsors must keep a record of attendance and participation time. At the conclusion of the activity, the sponsor will report the completion of each participant and the Office of Human Resources will issue a Renewal Credit Certification of Completion.

# MCS D Renewal Credit Process Flow Chart





**McCormick County School District**  
**Research and Development Goals-Based Evaluation**  
**Professional Growth and Development Plan**

Teacher's name: \_\_\_\_\_ Grade(s)/subject(s): \_\_\_\_\_

District: \_\_\_\_\_ School: \_\_\_\_\_

**PLANNING**

♦ <b>Goal:</b>	
♦ <b>Beginning date for this goal:</b> _____	♦ <b>Annual review date for this goal:</b> _____
♦ <b>Duration:</b> <input type="checkbox"/> One-year goal <input type="checkbox"/> Multi-year goal [This is year _____ of _____ for this goal.]	
♦ <b>Types of evidence</b> required to verify annual progress/overall goal accomplishment:	
♦ <b>Certificate renewal:</b> Activities related to this goal <input type="checkbox"/> may apply toward this educator's certificate renewal <i>if</i> approved by the district. <input type="checkbox"/> may not apply toward this educator's certificate renewal.	

The above plan was jointly prepared and agreed upon by the following individuals: [Sign and date]

Educator: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**ANNUAL REVIEW**

♦ <b>Evaluation summary</b> (To be completed by the supervisor on the basis of the evidence presented by the educator) <input type="checkbox"/> The educator has <i>met</i> the above goal. <input type="checkbox"/> The educator is making <i>satisfactory progress</i> toward achieving this goal. <input type="checkbox"/> The educator is <i>not</i> making satisfactory progress toward achieving this goal. <b>Comments</b> [Optional for <i>met</i> or <i>satisfactory progress</i> rating; required for <i>not making satisfactory progress</i> rating]
♦ <b>Overall recommendation</b> (To be completed by the supervisor with input from the educator) <input type="checkbox"/> <i>Continue</i> the above goal. <input type="checkbox"/> Develop/pursue a <i>new</i> goal because <input type="checkbox"/> the above goal has been met. <input type="checkbox"/> the above goal is no longer appropriate for this educator. <input type="checkbox"/> one or more new priorities have been established for this educator. <b>Comments</b> [Optional]

The signatures below verify that the educator has received a written and oral explanation of the above evaluation summary and recommendations: [Sign and date]

Educator: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**McCormick County School District  
Renewal Credit Computation Form**

<b>Last name:</b>	<b>First name:</b>	<b>MI:</b>	<b>Grade Level Employed</b>
<b>Social Security No.: (last 4)</b>	<b>SC Certificate No.: (required)</b>	<b>Highest Degree</b>	

<b>Option/Description/Maximum Points</b>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 1: College Credit (120)</b> Course No./Title _____ College/Year Taken _____			
<b>Option 2: State Dep't of Education Certificate Renewal Course (120)</b> Course No./Title: _____ Location/Year Taken: _____	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 3: SDE Approved CEU Credit (120)</b>			
<b>Option 4: Publications: Title/Publisher/Date Published (60)</b>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 5: Instruction: Workshop or Course Title/Location/Dates (60)</b>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>

<b>Option 6: Professional Training (120)</b> <u>Title</u>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 7: Prof. Assessor/Evaluator (60)</b>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 8: Mentorship, Supervision, or Mentoring: Type/Dates (60)</b>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 9: Educational Project, Collaboration, Grant, or Research (60)</b> <u>Type of Project, Collaboration, Grant, or Research</u>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 10: Professional Development Activity (Non-CEU Credit) (60)</b> <u>Title or Name of Activity</u>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>Option 11: Professional Development Activity (CEU Credit) (120)</b> <u>Title or Name of Activity</u>	<b>Ending Date</b>	<b>GBE Advisor's Initials (required)</b>	<b>Credits Earned</b>
<b>TOTAL CREDITS EARNED</b>			

		<b>TO BE COMPLETED BY THE SDNC EDUCATOR AND HIS/HER ADVISOR, AND SUBMITTED BY MAY 15 (no later than June 15) OF THE EXPIRATION YEAR. I hereby verify that:</b>
<b>Applicant</b>	<b>Advisor</b>	
		All activities directly relate to the applicant's Professional Growth and Development Plan, support the goals of the employing educational entity, 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 by the educator for a period of no less than one year from the date of renewal. .
		<b>TEACHER TECHNOLOGY PROFICIENCY PROVISIO COMPLIANCE STATES SCHOOL DISTRICTS SHALL REQUIRE TEACHERS TO DEMONSTRATE TECHNOLOGY PROFICIENCY. (Updated 1/5/2012)</b>
<b>Applicant</b>	<b>Advisor</b>	<b>I verify that:</b>
		The teacher has demonstrated technology proficiency by satisfying ALL three of the following components:  <input type="checkbox"/> Five technology-related professional development hours for each school year (beginning 2010-2011). <input type="checkbox"/> Use of an online lesson planner and/or maintenance of classroom website. <input type="checkbox"/> Provide a technology integrated lesson that demonstrates student-technology Interaction.
<b>Applicant</b>	<b>Advisor</b>	The Jason Flatt Act requirement has been satisfied by this educator (mm/yyyy) _____
<b>Signature of Applicant:</b>		<b>McCormick County School District</b>
<b>Signature of Advisor:</b>		<b>Title:</b> _____ <b>Date:</b> _____

**McCormick County School District  
Renewal Credit Appeal Form**

**Appendix C**

\*All credit appeals must be submitted within 2 weeks of credit denial.

Name	Certificate Number
Renewal Credit Advisor	Date
Option	Amount of credit
Activity	Date submitted to Advisor*

**Pre-Approval Appeal** \_\_\_\_\_

**Credit Denial Appeal** \_\_\_\_\_

<b>1. Description of Activity</b>	
<small>Attach verification of this activity to this form.</small>	
<b>Explain:</b>	
<ul style="list-style-type: none"> <li>➤ the activity offered for renewal credit</li> <li>➤ the process you followed to submit this credit</li> </ul>	<ul style="list-style-type: none"> <li>➤ how it supports your Professional Growth &amp; Development plan</li> <li>➤ why this credit should count toward your certificate renewal</li> </ul>
Teacher Signature	Date

<b>2. Explanation of Denial</b>	
Explain why this activity was denied renewal credit for this educator.	
Advisor Signature	Date

<b>3. Appeal Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
State reason for approval or denial.	
Signature of Chairman of Appeal Committee	Date

\* Copy filed in Human Resources

# McCormick County School District

## Renewal Credit Certificate of Completion

Title of Activity/Workshop: \_\_\_\_\_

Provider: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Objective of Activity: \_\_\_\_\_

Intended Audience of Activity: \_\_\_\_\_

Total Contact Hours: \_\_\_\_\_ Renewal Credits Earned: \_\_\_\_\_ Option #: \_\_\_\_\_

Participant's Name \_\_\_\_\_

Participant's School/Location \_\_\_\_\_

Official Signature of Renewal Credit Provider \_\_\_\_\_