Professional Certificate Renewal

Charleston County SCHOOL DISTRICT

Human Resources
843-937-6380
Completed through the school district.

- Certificate renewal for full time CCSD employees
- Certificate extensions
- Updating name and address changes with the S.C. Department of Education
The following is completed through the S.C. Department of Education.

- Certificate advancement; Bachelor’s +18, Master’s, Master’s +30 and Doctorate level
- Adding certificate fields
- Adding years of teaching experience
- Evaluation for alternative certification
- Certificate renewal for part time, retired and substitute teachers

State Request for Change Action forms can be downloaded by going to:

[www.ed.sc.gov](http://www.ed.sc.gov)

What Are You Looking For?
I Am A Teacher
Certification
Request for Change Action Form
120 Renewal points are required for certificate renewal.

- An educator’s professional certificate is valid for five (5) years and expires on June 30 of the expiration year. All renewal points must be earned within the five year period (the validity date) of the educator’s certificate.

- If an educator holds a bachelor’s degree, it is a S.C. Department of Education requirement that the educator complete a three graduate credits. It is advised that before starting a graduate course a pre-approval form be completed and approved.

- Out of the 120 renewal points earned, administrators are required to earn a minimum of 20 renewal points in activities that are designed to enhance their skills in supporting and encouraging teachers and professionals.

- If an educator has earned National Board Certification but is not going to renew National Board, activities completed in the last five years of the current certification can be used for certificate renewal.

- Educator’s certified in the middle and high school level are required to complete two hours of youth suicide prevention and awareness training.
Beginning with the 2013-2014 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 middle school or high school. The required training shall count toward the one hundred and twenty renewal credits specified in Department of Education regulations for renewal of credentials.
Who approves my activities for recertification and what are the requirements?

- The educator’s Administrator /Supervisor approves renewal activities.

- Have your administrator/supervisor sign off on your Computation Sheet; page two on the second line.

- If activities are listed on your GBE they will be accepted for renewal also. A pre-approval form is another way to obtain approval.

- Activities must promote student achievement, directly relate to the educator’s professional growth and development plan, and support the goals of the school and district. The educator has to provide the required verification as shown on the State Matrix.
Forms and documentation required for certificate renewal.

- Change Action Form
- Additional Confirming Documentation If Required
- Computation Sheet
- PALMS Transcript
- Official Sealed Transcripts
Information and forms for certificate renewal can be downloaded from the CCSD Intranet ccsd.charleston.k12.sc.us.
Approval Form

Charleston County School District

RENEWAL CREDIT APPROVAL FORM

Last Name: ___________________________ First Name: ___________________________

Social Security Number: ___________________________ or Certificate # ___________________________

Section I: Descriptive Information (To be completed by the educator)

Activity Title: __________________________________________

Sponsoring District or Agency: Charleston County School District

Dates of Participation: ___________________________

The following number of renewal credits will be earned through this course/activity: ___________________________

Description of Objectives of the Training:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Justification: How does this training relate to your Professional Growth and Development Plan?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Section II: Pre-Approval (Required for completion by the principal/supervisor prior to the educator’s participation in the training)

Based on the information provided, is this training an appropriate certificate renewal option for this educator based on his/her GBE goals? YES ☐ NO ☐ If no, state reason below.

Signature of Principal/Supervisor: ___________________________

Title: ___________________________ Date: ___________________________

Reason for Denial:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

If the course or activity is included on the educator’s GBE, pre-approval is not required.

Revised: 2-18-2009
Change/Action Form

REQUEST FOR CHANGE/ACTION
South Carolina Department of Education
Division of School Effectiveness – Office of Educator Certification – [www.ed.sc.gov]
8301 Parklane Rd
Columbia, S.C. 29233

Send to:
* Marie Barnes, Human Resources, 75 Calhoun Street, Charleston S.C. 29401
** State Department of Education, Division of Teacher Quality, Teacher Certification

<table>
<thead>
<tr>
<th>SSN</th>
<th>Certificate #</th>
<th>District</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Mi</th>
<th>Former Name</th>
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</thead>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Street</th>
<th>Home Ph. ( )</th>
<th>City</th>
<th>Work Ph. ( )</th>
<th>State</th>
<th>Zp</th>
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<th>E-Mail</th>
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</table>

Are you currently applying for or participating in PACE (alternative certification)?

☐ Yes ☐ No

Please indicate the nature of your request in the area below.

☐ 1." Evaluate my transcripts for the alternative certification program (PACE) in the subject of __________________________.

☐ 2." Advance my PACE certificate to a professional certificate. All required documentation has been submitted.

☐ 3." Evaluate my file for adding the certificate area of __________________________.

☐ 4." Evaluate my file for eligibility for the master’s plus 30 credential in the certificate area of __________________________.

☐ 5." Add the following certificate area(s) for which all requirements have been met: __________________________.

☐ 6." Add a one-year extension to my professional certificate.

☐ 7." Renew my professional certificate. All required documentation has been submitted to Human Resources.

☐ 8." Advance my initial certificate to a professional certificate prior to the automatic processing date (June 30). All requirements have been met. (Teachers who are eligible to advance to a professional certificate who wish to wait until the June 30 automatic processing date do not need to submit this request form.)

☐ 9." Advance my temporary certificate to the initial or professional level.

☐ 10." Advance my certificate to the bachelor’s plus 18 level. Official graduate transcripts have been submitted.

☐ 11." Advance my certificate to the master’s degree level. Official graduate transcripts have been submitted.

☐ 12." Advance my certificate to the master’s plus 30 level in the area of __________________________.

☐ 13." Advance my certificate to the doctorate degree level. Official graduate transcripts have been submitted.

☐ 14." Approve the following course __________________________ (PACE teachers check the Web site for procedures.) from __________________________ for the purpose of __________________________. A course description is attached.

☐ 15." Change my name and/or address, as listed above.

☐ 16." Add additional year(s) of teaching experience. Verification forms are ☐ on file or ☐ enclosed.

☐ 17." Send me a duplicate certificate. The $10.00 fee is enclosed. (check or money order only)

☐ 18." Other __________________________

Signature __________________________
Date __________________________

Requests for line items 6, 7 and 15 are completed through the district’s certificate renewal technician. The remaining requests should be sent directly to the S.C. Department of Education.

Effective Date of Credential
If the State Department of Education (SDE) receives the educator’s request and all required documentation between:
• May 1 and November 1: The change in status, if approved, will be effective July 1 of the same calendar year.
• November 2 and April 30: If the educator submitted the request within 45 days of fulfilling the requirements, the change in status, if approved, will be effective on the date that all requirements were satisfied.
• November 2 and April 30: If the educator submitted the request more than 45 days after fulfilling the requirements, the change in status, if approved, will be effective on the date that all information was received by the SDE.
Computation Sheet

- Both your signature and your principal/supervisor’s signature is required on this form.

Charleston County School District
Recertification Computation Sheet

<table>
<thead>
<tr>
<th>Course No./Title</th>
<th>Ending Date</th>
<th>Required Documentation Provided</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: College Credit (120) Official Stated Transcripts Are Required</td>
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<td></td>
<td></td>
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<tr>
<td>Course No./Title</td>
<td>Location</td>
<td></td>
<td></td>
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<tr>
<td>Option 2: SDE Certificate Renewal Course (120)</td>
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<tr>
<td>Course No./Title</td>
<td>Location</td>
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<tr>
<td>Option 3: District Point Plan for Certificate Renewal (120)</td>
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<tr>
<td>Activity</td>
<td>Location</td>
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<tr>
<td>Activity</td>
<td>Location</td>
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<tr>
<td>Option 4: Publications (60)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Publisher</td>
<td>Date Published</td>
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</tr>
<tr>
<td>Title</td>
<td>Publisher</td>
<td>Date Published</td>
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<tr>
<td>Option 5: Instruction (60)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Workshop or Course Title</td>
<td>Location</td>
<td></td>
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<tr>
<td>Workshop or Course Title</td>
<td>Location</td>
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<tr>
<td>Option 6: Professional Training (120)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Sponsoring Organization/Agency</td>
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<tr>
<td>Title</td>
<td>Sponsoring Organization/Agency</td>
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<tr>
<td>Option 7: Professional Assessor/Evaluator (60)</td>
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<td>Type</td>
<td>Date</td>
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<tr>
<td>Type</td>
<td>Date</td>
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<tr>
<td>Option 8: Mentorship, Supervision, or Mentoring (60)</td>
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<tr>
<td>Type</td>
<td></td>
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</tbody>
</table>
State Matrix

1) College Credit
2) State Department of Education Certificate Renewal Course
3) District Points (earned before July 1, 2005.
4) Publications
5) Instruction
6) Professional Training
7) Professional Assessor/Evaluator
8) Educational Project, Collaboration, Grant or Research
9) Mentorship, Supervision or Instructional Coaching
10) Professional Development Activity
11) Professional Development Activity IACET CEU Credit
Option 1: College credit. Official sealed transcripts are required.

- As of July 1, 2004, if you hold less than a master’s degree, 60 of your renewal points must be earned through a 3-credit hour graduate level course with an accredited college.

- Courses must directly relate to the educator’s Professional Growth Development.

- In order to receive renewal credits via this option, the educator is required to provide an official sealed transcript from the college or university.

- Transcripts have to be received in an official sealed envelope.

- Accrual rate is 1 semester hour equals 20 renewal points.

- A maximum of 120 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 2: SDE Certificate Renewal Course.

- Option #2 is used for state approved and technology courses.

- All renewal courses must directly relate to educator’s Professional Growth Development Plan.

- In order to receive renewal credits via this option, the educator has to provide a certificate of completion for the course.

- If using courses from PALMS, be sure to print the PALMS transcript showing the dates of completion.

- Accrual rate is 1 semester hour earned equals 20 renewal credits. 1 hour earned equals 1 renewal credit.

- A maximum of 120 renewal credits may be earned through this option during the five-year validity period of the certificate.
Option 3: District point plan for certificate renewal.

- No longer being used by the S.C. Department of Education.
Option 4: Publications

- primary author of a book or referred journal article=60 renewal points
  - A referred article is one that has been edited by a professional publisher or expert reader

- primary author of a non-referred journal article=30 renewal points
  - A non-referred article would be like a trade magazine or journal with less rigorous standards of screening

- secondary author of book or article=15 renewal points

- The documentation that is required is 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.

- A maximum of 60 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 5: Instruction

- Renewal points for instruction are awarded only for those activities that:
  - 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

- In order to receive renewal points via this option, the educator has to provide 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

- A maximum of 60 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 6: Professional Training

- All Professional Training must relate to the educators Professional Growth Development Plan.

- In order to receive renewal points via this option, the educator is required to provide 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.

- If using renewal points through PALMS, the PALMS transcript should be printed and submitted.

- A maximum of 120 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 7: Professional Assessor/Evaluator

- Assessor/evaluator renewal points may be obtained only for evaluation activities that exceed job requirements.

- Accrual rate (maximums):
  Participation on an ADEPT Evaluation Team = 30 points

- A maximum of 60 renewal points may be earned via this option during the five year validity period of the certificate.
Option 8: Mentorship, Supervision, or Mentoring

- Renewal points for mentorship, supervision, or coaching are awarded only for those activities that exceed job requirements for the educator’s position.

  Accrual rate (maximums):
  Supervision of student teacher (one semester) = 20 renewal points
  mentoring (full year) = 30 renewal points (PALMS)
  coaching (full year) = 20 renewal points

- Official documentation verifying successful completion is required from the college in the form of a thank you letter. The letter for supervision or coaching has to include the student’s name and the time period when the activity was completed.

- A maximum of 60 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 9: Educational Project, Collaboration, Grant, or Research

- Renewal points for educational projects, collaborations, grants, or research are awarded only for those activities that exceed job requirements for the educator’s position.

- Accrual rate: 1 hour of direct participation = 1 renewal point for a first time grant application (maximum of 15)

- 1 hour of direct participation = 1 renewal point for grant implementation (maximum of 15)

- In order to receive renewal points via this option, the educator must provide 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.

- A maximum of 60 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 10: Professional Development Activity

- Renewal points are awarded only for those (non-CEU) professional development activities that are tied to the educator’s Professional Growth Development Plan. An example of these activities are conferences, workshops and task forces.

- In order to receive renewal points via this option, the educator must provide official documentation from the sponsor verifying the educator’s participation and a synopsis of the session topic(s), date(s), and time(s). Must involve a minimum of 4 hours of direct contact, excluding meals and breaks.

- Accrual rate: 1 hour of direct participation = 1 renewal point.

- A maximum of 60 renewal points may be earned via this option during the five-year validity period of the certificate.
Option 11: Professional Development Activity – CEU

- This is used strictly for IACET CEU Credit. The International Association for Continuing Education and Training.
- Information can be found online: www.iacet.org
- Accrual rate: 1 CEU = 10 renewal credits
- Only authorized providers and approved license users may use the IACET Continuing Education Units.
- A maximum of 120 renewal points may be earned via this option during the five-year validity period of the certificate.
Renewal Points

Hours = 1 hour of participation equals 1 renewal point

Credits = 1 graduate credit equals 20 renewal points.

Graduate credits require a college transcript.

If a course is technology related it is normally worth 20 renewal points under option #2.
Completion of the Computation Sheet.

- When filling out the Computation Sheet compare the options that are listed on the State Matrix with the options listed on your PALMS transcript print out.

- If the option that you are using does not have enough space to list your courses, include an attached list showing the courses or activities and dates of completion.

- When using PALMS information, simply write “see attached PALMS transcript” under the appropriate option. Be sure to include your PALMS transcript print out. Highlight the items that you would like to use for renewal.

- You will sign the first line on the second sheet and your Principal/Supervisor will sign the second line.
When you are ready to renew your certificate.

- In order to avoid the rush, we ask that you submit your renewal packets between January first and March first of the date your certificate expires. Please do not submit anything before January first.

- Select activities that total 120 renewal points.

- If you hold a Bachelor’s Degree, 60 of your renewal points must be earned through three (3) hours of graduate level course work with an accredited college. Submit the sealed official transcripts with your renewal paperwork.

- Fill out the Computation Sheet. Refer to the description of options from the State Matrix if you are not sure where to list an activity. The Computation Sheet has to be signed by your Principal or Supervisor.

- If using credits listed under PALMS, print the PALMS transcript and submit with your renewal packet.

- Complete a District Change/Action form requesting to renew your certificate.

- If middle level/high school certified provide certificate showing completion of suicide prevention and awareness training.

- Submit renewal packet to Marie Barnes with Human Resources.
Items to check on before submitting your certificate renewal packet

✔ Change/Action form
   Fill out the top of the form, check off item #7, sign and date this form.

✔ Computation Sheet
   Fill in the options that you are using for renewal.
   Sign the second sheet under Signature of Educator.
   Your administrator/supervisor signs under Signature of School Administrator.

✔ Documents
   If using graduate credit for renewal, include the official sealed transcripts with your packet. Include the PALMS transcripts, certificates of completion for activities outside of PALMS and any further documentation that is required. If you are not sure what documentation to send please refer to the State Matrix or contact Marie Barnes.
How to print your renewed certificate.

The State Department will no longer mail renewed teaching certificates. If you would like an official copy please fill out a State Change Action form. Check off item #17 and mail the form and either a check or a money order for $10.00 to the South Carolina Department of Education.

You can print your certificate by going to the following:

- [www.ed.sc.gov](http://www.ed.sc.gov)
- I Am Looking For (at the top of screen)
- Certification (link on the right hand side of the screen)
- View Certificate Status
- Enter Code (this code will be displayed on the screen, it is the State Department’s security code)
- Enter Last Name
- First Name
- Enter last five of your social
- Search
- Click on the printer (left hand side)
- You may have to download Adobe 9 but this does not take much time. Accept after download is complete.
Sources for Courses

Charleston County School District
Professional Development

CCSD Intranet
Human Resources
Renewal Information
http://ccsd.charleston.k12.sc.us

Employee Tools
PALMS Login
Professional Learning

State Department of Education
Professional Development

Office of eLearning (803) 734-8041

eLearning South Carolina
www.elearnscpd.com
The Office of Human Resources is dedicated to providing excellent service and support for our educator’s and administrators.

If you have any questions, concerns or require assistance with the certificate renewal process, please do not hesitate to contact me.

Marie Barnes
Human Resources

marie_barnes@charleston.k12.sc.us

843-937-6380