

## Documenting Your Professional Renewal Activities

**University Credit: 1 credit = 15 contact hours 3 credits = 45 contact hours**

**CEU: 1 CEU = 10 hours or 4.5 ceu = 45 contact hours**

**1 hour = 1 contact hour**

**Teacher need 90 contact hours**

**Ed Tech's need 45 contact hours**

**Professional Renewal Plans: You should file a professional renewal plan as soon as you get your new certificate. Activities completed prior to the filing of the plan will not count for recertification.**

Teachers can earn renewal credits through a variety of professional development activities if they...

1. Have a Professional Renewal Plan (PRP) including the self assessment on file
2. The activity is related to the professional goals listed on the PRP
3. Documentation of the activity is submitted to Anne Meadows at the Superintendent's Office

**Official documentation is your responsibility and required.** If you send copies of all your documentation of renewal to Fran Prentice your renewal process will be smooth.

**Courses:** If you are taking a university course, a copy of the grade slip or a transcript is the most common form of documentation. If you are taking a course but not earning graduate credit, your instructor may offer CEUs or contact hours. In some cases a small fee is required. If you are auditing a course, you may be able to earn contact hours by providing a signed form from the instructor that specifies the number of contact hours you attended.

**WOCSD Credit Courses:** WOCSD courses automatically count towards your recertification. A certificate is given after the completion of the course which is your documentation.

**Workshop and Training Sessions:** Workshop presenters or a sponsoring organization may provide certificates of attendance that specify the number of contact hours. If you do not receive one, ask the presenter or the sponsoring organization. It must be signed, dated and specify the number of hours in attendance.

**\*District In-service Training:** Up to 45 contact hours per renewal cycle (5 years) can be obtained by participation in district in-service training. This includes inquiry groups and professional development activities at the building and district level. If the building staff development committee wishes to grant contact hours to teachers, it must have an agenda approved in advance of the workshop. Attendance will be taken at such workshops and a certificate offered for certification credit. The focus of these credits is on increasing teacher knowledge about a topic. Curriculum work and content meetings are covered under committee work. This is not retroactive. Activities done in the past will not count.

**Committee Work:** You may submit up to 30 hours of committee work per renewal cycle (5 years). Work on accreditation committees comes under committee work. Documentation requires a time log, signed by the committee chair, listing specific meeting dates and times. (Stipend positions are not eligible for these contact hours)

**Per Diem Projects:** You can document a district per diem project by providing a copy of the reflection sheet and participation in the per diem fair. A certificate will be issued upon project completion.

**Independent Projects:** You may submit up to 45 contact hours by completing an independent project. An independent project is designed by the teacher and submitted to the District Certification Committee for prior approval 18 months before your expiration date. It must be related to your current teaching assignment. Please see your building rep for the form. Documentation includes the completed project and a time line that specifies dates, hours, and activities. You must submit evidence of completion prior to final hours being approved. Publishing material would be considered an independent project.

**Cooperating Teacher Activities:** Cooperating teachers earn contact hours for participation in initial training. They can also earn up to 30 contact hours in any five-year period for their work with interns. Each placement (8-13 weeks) is considered the equivalent of 15 contact hours. Documentation requires a list of placement, dates and a reflective journal with brief entries written at least every 2 weeks.

**Accreditation:** Members of site visitation teams can document contact hours with a certificate of participation or a letter from the committee chair or the accrediting agency (30 hours max). Contact hours must be included.

**Professional Learning Circles:** PLC work can be used for recertification if they support your Professional Learning Plan Goals (PRP). Up to 18 contact hours per renewal cycle (5 years) may be earned. Please send a copy of the completed PRP form to Fran Prentice for documentation. This form is available on the district website under the evaluation system.

**Documentation:** Documentation may be submitted to Diane Norton for your certification file at any time. If you have any questions contact Linda Gaidimas (646-5142) or your building representative.

#### Building Representatives

WES: Karen Valliere  
WJHS: Brenda Brown  
WHS: Paula Brayson  
Support Staff: Pat Casey