



Local Credentialing Committee (LCC)

Appendix C

Documenting Your Professional Renewal Activities

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

CEU: 1 CEU = 10 contact hours
4.5 CEU = 45 contact hours

Teachers require 90 contact hours
Ed Techs require 45 contact hours

(1 hour = 1 contact hour)

Official documentation is your responsibility and required. Send a copy of all your documentation of renewal to Diane Norton at Central Office. Make sure you keep a copy for your own records.

Courses: If you are taking a college/university course, a copy of the grade slip or a transcript is the most common form of documentation. (In some cases a small fee may be required). If you are taking a course but not earning graduate credit, your instructor may offer CEUs or contact hours. 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 count toward your recertification. A certificate is given after the completion of the course - this 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. The certificate must be signed, dated and specify the number of hours in attendance.

District In-Service Training: Contact hours can be obtained by participation in District in-service training. This includes inquiry groups and professional development activities at the building and district level.

Committee Work: You may submit committee work per renewal cycle (5 years). Work on accreditation committees qualifies under committee work. Documentation requires a time log, signed by the committee chair, listing specific meeting dates and times.

Summer Curriculum Work: You can document Summer Curriculum Work by providing a summary and time log of completed work. Documentation requires the signature of the principal approving the Summer Curriculum Work.

Cooperating Teacher Activities: Cooperating teachers earn contact hours for participation in initial training. They can also earn 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 two 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. Contact hours must be included.

Professional Learning Groups: PLG work can be used for recertification. Documentation requires a time log, signed by the PLG facilitator, listing specific meeting dates and times.

Documentation: Documentation may be submitted to Central Office for your certification file at any time. If you have any questions contact your building representative.

Building Representatives: WES: *Karen Valliere*
WJHS: *Anne Gallo*
WHS: *Jody Selsberg*
Support Staff: *Pat Casey*