



Local Credentialing Committee (LCC)

Scope of the Plan

The Wells-Ogunquit Community School District # 18 includes the towns of Wells and Ogunquit. It is comprised of three schools- Wells Elementary School, Wells Junior High School and Wells High School. The student population is approximately 1,400 and is served by 187 professional staff. This plan is designed to provide support for all teachers, guidance counselors, library-media specialists, special education consultants, speech and hearing clinicians, literacy specialists, school nurses, as well as educational technicians in the district.

Section A: Roles and Responsibilities of the Local Credentialing Committee (LCC) (formerly the Professional Learning Community Support System Plan)

The Local Credentialing Committee (LCC) will meet the standard and procedures for credentialing in Chapter 115. It will provide recommendations to the Commissioner of Education for personnel seeking certification renewals, certification advancement and or educational technician authorization renewals.

The LCC will have the following responsibilities:

- The purpose of the LCC is to determine whether the requirements for the renewal of a credential required by the state are met.
- The LCC will inform all educators employed by the WOCSD of their credentialing responsibilities and provide each with a copy of the LCC procedures and forms.
- The LCC will accept course work for professional development approved by principal/superintendent that will result in the accrual of credit or contact hours for the purposes of certification renewal.
- The LCC shall provide for maintenance of a cumulative confidential file containing documentation of the accrual of approved hours for certification or renewal.

Section B: The Composition of the LCC includes one teacher representative from each building, one administrator, one administrative assistant and one educational technician. The Committee meets monthly during the school year. The Committee has the following composition:

- Each LCC shall include a majority of professionally-certified educators with none holding conditional endorsements.
- Each LCC shall include one administrator employed by the Wells-Ogunquit Community School District (WOCSD). Administrators may not participate in discussions concerning candidates under their supervision.
- Educator members of the LCC must have at least three years of experience as educators, and if they participate in a local performance evaluation system, their most recent overall performance rating

must reflect effective or higher performance; a majority must have completed at least one five-year renewal cycle. Non-educator members must have professional expertise appropriate to the LCC's responsibilities as determined by the WOCSD.

- An LCC may not include school committee members of the WOCSD.

Administrator: The LCC Administrator is responsible for:

- Convening LCC meetings once a month.
- Monitoring maintenance of database and certification files.
- Providing authorized approval online for teacher certification recommendations by the LCC to the Commissioner of Education as needed.
- Providing authorized approval online for educational technician authorization recommendations by the LCC to the Commissioner of Education.
- Monitoring compliance with state certification and authorization regulations and communicating information from the Department of Education Certification Office to the LCC and the superintendent.

Building LCC Representatives: Building Certification Representatives are responsible for:

- Attending meetings of the LCC.
- Documenting professional development hours.
- Maintaining organized files for certification.

Section C: Components of a Local Credentialing Committee Plan shall be comprehensive for the support of certified teachers and educational technicians.

- The WOCSD supports professional development for teachers and educational technicians who seek high level certificates.
- The WOCSD values professional development by building two hours a week into the school calendar.
- Contracts for both teachers and support staff include reimbursement for course work with pre-approval from principal/superintendent.
- The WOCSD provides opportunities through WOCSD Courses at least two times per year.
- The WOCSD has relationships with institutions for higher learning.
- The LCC will meet monthly in order for efficient management of the LCC.
- The LCC will keep a certification database and files.
- The LCC will make final certification recommendations pertaining to educators monthly.
- The LCC will communicate with educators about professional development and certification.
- The Administrator will provide a formal orientation for teachers, educational technicians, and educational specialists the roles, procedures, available services and process for achieving certificates.
- Should a conflict arise, the LCC will seek out the superintendent for a resolution.

Section D: LCC Recommendations: The LCC is responsible for making recommendations to the Commissioner regarding eligibility for certification renewal. The LLC determines whether or not the

teacher or educational technician has satisfied the requirements for certification renewal based on the presentation of 90 hours or 6 credits or 45 hours or 3 credits.

- The LCC shall make a recommendation to the Commissioner, in the manner determined by the Commissioner, regarding the eligibility of a teacher, educational specialist, or education technician for renewal of a certificate.
- Recommendation will be made within the online certification system once the LCC has verified completion of renewal requirements.
- Recommendation that the certificate be renewed shall be made to the Commissioner when the applicant has satisfied the requirements of the certificate.
- Recommendation that certificate not be renewed- the LCC shall select “not recommended” for the educator if the candidate has not met the renewal requirements.

Conditional Certificate Holders: All teachers with conditional certificates must work directly with the Maine Department of Education regarding their certification.

Teachers with Professional Certificate: All teachers are required to submit documentation of 90 contact hours during a five-year period in order to renew authorization.

Educational Technician Authorization: All educational technicians are required to submit documentation of 45 contact hours during a five-year period in order to renew authorization.

Appeal: An applicant for professional certification who does not receive positive verification from the WOCSD may appeal to the Commissioner pursuant to ME Dept. of Ed. Reg. 119.

Database and Records: Certification and authorization files are maintained in the Superintendent’s Office for all current staff. Materials from files are added to personnel files upon termination of employment in the District. Former employees may request copies of materials in their certification file. A district database of certification and authorization information is also maintained.

Section E: Appointment to the Local Credentialing Committee (LCC): Appointment to the LCC shall be made by the Superintendent of Schools from a pool of qualified staff. Individuals wishing to apply for the position will submit a letter of interest to the Superintendent of Schools.

Appendixes

Appendix A: *How to Create Account*

Appendix B: *How to Submit Renewal*

Appendix C: *Documenting Recertification Hours*

Approval of the LCC plan

Approved by the Wells-Ogunquit C.S.D. School Committee: 01/08/2020