



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

How to Create an Account

1. Go to https://www.mymainecertification.com/SSO_PROD/Signin.aspx.
Select “*Are you a new user? Click here to create an account.*”
2. Create a user name.
3. Next, create a password consisting of at least 6 characters. The password must also have two of the following: upper-case letter, lower-case letter, number, or special character (@,;, &).
4. Enter your demographic information. For Superintendents and Renewal Chairpersons, please enter your school email as your primary email and your personal email as your secondary email. All others should only enter personal emails.
5. Enter town and date of birth. Select “*Next*”.
6. Choose and answer the three secret questions. Select “*Next*”.
7. Select “*you DO want access to your Maine certification records*” and enter your social security number. (NEO staff ID is being removed as an option) Select “*Next*”.
8. Verify information is correct and select “*Submit*”.

How to Renew

- Once your account is created, log in. Please be sure to read the instructions.
- If you are prepared with ALL PDF documents that are required, the entire renewal process should take less than 15 minutes.
- If you are currently working in a Maine public school district and have not been recommended by your certification committee, please confer with your certification chair and/or superintendent.
- If you run into any difficulty, please be sure to utilize the [step-by-step instructions](#) prior to calling or emailing the certification department.
- If you have a username or password issue, please call the Help Desk (207) 624-6896

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*

Changes in Certification

(a Cheat Sheet)

LCC Plan

Out with the Professional Learning Community Support System Plan (PLCSS) and in with the Local Credentialing Committee (LCC)!

- No more PRPs
- No more TAPs
- No more Portfolio required for Professional Certifications
- Fewer rules
- New teachers are either *Professional* or *Conditionally Certified*
- Professionals need to complete 90/45 hours
- Conditionally certified work with the DOE
- Mentors have always helped provisional teachers become professionally certified. Now all new teachers have their Professional Certification. Mentoring will become part of the PEPG System not the LCC.
- Certification made simple- collect 90/45 hours in the 5-year cycle
- Certification is YOUR responsibility.
- **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.
- Building Reps will document your hours
- WOCSD will keep documentation of your PD hours
- Certification is no longer July/February. ***Check your date!***

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