



South Carolina

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DEPARTMENT OF  
JUVENILE JUSTICE

CERTIFICATE RENEWAL PLAN  
2004-2005

A GUIDELINE FOR CHANGE TO ENHANCE  
PROFESSIONAL DEVELOPMENT FOR TEACHERS

Office of Professional Development/Federal Programs  
4900 Broad River Road, Columbia, SC 29212  
Telephone: (803) 896-8477 Fax: (803) 896-9239  
Email: [kmwalk@scdjj.net](mailto:kmwalk@scdjj.net)

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# Overview and Guidelines

## Purpose

The purpose of the certificate renewal plan is to provide a mechanism that will enable educators employed in a South Carolina public school district and educators employed by participating educational entities to apply a broad range of relevant professional development activities toward their certificate renewal. The certificate renewal plan is intended to

1. encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement,
2. ensure that educators are accountable for their continuous professional development, and
3. be operationally efficient.

## Description

The following certificate renewal guidelines apply to any person who holds a South Carolina educator's certificate. An educator's professional certificate is valid for five years and expires on June 30 of the expiration year. In order to be eligible for certificate renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the certificate.

## Obtaining Renewal Credits

Educators are responsible for ensuring that all renewal options and activities meet the following guidelines.

- A. An individual who is employed in a position that requires South Carolina educator certification and is employed in a South Carolina public school district must earn renewal credits through professional development activities that
  1. directly relate to the educator's professional growth and development plan,
  2. support the goals of the employing public school district, and
  3. promote student achievement, as required by State Board of Education Regulation 43-205.1, Assisting, Developing, and Evaluating Professional Teaching (ADEPT), and Regulation 43-165.1, Program for Assisting, Developing, and Evaluating Principal Performance (ADEPP).
- B. All administrators employed in a South Carolina public school district must complete a minimum of twenty (20) renewal credits during each five-year validity period in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.

- C. An educator who is employed at a public educational entity that has been approved as a Renewal Credit Plan agency by the Office of Teacher Certification, Division of Teacher Quality, must earn renewal credits through professional development activities that relate to one of the following:
1. the educator's current area(s) of certification,
  2. a formal program of study in a certification area in which the educator is officially enrolled, or
  3. the goals of the educator's employing educational entity.
- D. An educator who is *not* employed in a position that requires South Carolina educator certification, but who wishes to maintain a current certificate, must earn renewal credits through professional development coursework outlined in Option 1 and Option 2 of the Renewal Credit Matrix that directly relates to *one* of the following:
1. the educator's current area(s) of certification, or
  2. a formal program of study in a certification area in which the educator is officially enrolled.
- E. Any educator, included in A, C, or D listed above, who has not earned a Master's degree must earn (60) renewal credits in graduate-level coursework to renew the current certificate. Educators who hold a Career and Technology Education Work-Based Certification only are not required to fulfill the graduate-level coursework requirement.

### **Submitting Renewal Credits**

- A. An educator who is employed in a South Carolina public school district or State Department of Education-approved Renewal Credit Plan agency and holds a position that requires South Carolina educator certification must
1. earn a minimum of 120 renewal credits that meet the appropriate eligibility criteria for each certificate renewal option/activity, as specified in the renewal credit matrix;
  2. maintain all required verification, as described in the renewal credit matrix;
  3. adhere to all district/educational agency policies related to pre-approval and processing of renewal credit; and
  4. submit necessary verification to the designated district/agency administrator for review, approval, and signature.

- B. The public school district or State Department of Education-approved educational agency must
1. establish the process for educators to submit their credit to the district/agency administrator and the procedures for the district/agency officials to enter the renewal credit for educators;
  2. outline the Renewal Credit Plan policies and procedures in a district/agency guidebook made available to all employees of the district/agency; and
  3. enter all earned renewal credits prior to the expiration of the certificate and/or at the time the educator is no longer employed in that district/agency.
- C. An educator who is *not* employed in a position that requires South Carolina educator certification must
1. submit official transcripts from the college or university and/or appropriate documentation that the educator has completed a State Department of Education recertification course, and
  2. submit the “Request for Change/Action” form (available on the Division of Teacher Quality Web site at [www.scteachers.org](http://www.scteachers.org)) to the Office of Teacher Certification for processing.
- D. Guidelines and appropriate forms to implement the renewal system will be provided to all South Carolina school districts. Other public education organizations and agencies that want to apply to become a Renewal Credit Plan agency must complete the application form available on the Division of Teacher Quality Web site.

## Renewal Credit Procedures

1. Complete with principal/supervisor a Professional Growth and Development Plan. Update this plan as needed.
2. Identify recertification options in Renewal Credit Matrix (p. 5). Pay special attention to eligibility requirements, accrual rates for credits, and required verification for each option.
3. Seek pre-approval from the principal/supervisor for the options selected for renewal credit using the computation sheet, (p. 10). Principal/Supervisor initials corresponding options for approval. If approval is denied and the educator desires to appeal, the educator must complete the appeal form (p. 11) and submit to the appeal committee within 90 days of credit denial.
4. Participate in and complete renewal option(s) and all verification requirements as outlined in matrix, (pp. 5-8).
5. Upon completion of the 120 units submit certificate renewal computation sheet and verification/documentation to the principal/supervisor for final review and signature.
6. After packet is approved by the principal/supervisor and returned to the educator, submit entire packet to the Office of Professional Development. The Office of Professional Development will review all documentation and submit the information to the Division of Teacher Quality, Office of Teacher Certification, utilizing the Certification Portal System (CPS). A copy of the new certificate will be mailed directly to the educator from the Office of Teacher Certification.

**Renewal Credit Matrix**  
**CERTIFICATE RENEWAL PLAN**  
**PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS**  
 Educators who are not employed in a position that requires South Carolina educator certification are restricted to Options 1 and 2 in the matrix.

<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
<b>1. College Credit</b>	All courses must <ul style="list-style-type: none"> <li>• directly relate either to the educator's area(s) of certification, or to an area of certification in which the educator is formally enrolled, or to the goals of the educator and /or the educator's employing educational entity;</li> <li>• be taken through an NCATE (National Council for Accreditation of Teacher Education) or regionally accredited college or university or through a college or university that has programs approved for teacher education by the State Board of Education (SBE);</li> <li>• be taken for credit; and</li> <li>• result in a passing grade in a pass/fail class or in a grade of C or better</li> </ul>	Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.  Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> <li>• an official transcript from the college or university.</li> </ul>
<b>2. State Department of Education Certificate Renewal Course</b>	All certificate renewal courses must <ul style="list-style-type: none"> <li>• directly relate either to the educator's area(s) of certification or to the goals of the educator and/or the educator's employing educational entity and</li> <li>• have been approved by the State Department of Education, according to SBE criteria.</li> </ul>	Maximum: up to 120 renewal credits may be earned though approved renewal courses during the five-year validity period of the certificate.  Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> <li>• a report from the course administrator, as required by current SBE guidelines for certificate renewal courses.</li> </ul>
<b>3. Publications</b> <b>(further explanation on page 9.)</b>	Publications must <ul style="list-style-type: none"> <li>• appear in a professional journal or in a format that is sanctioned by the employing educational agency,</li> <li>• contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and</li> <li>• be a first-time publication (i.e, revised versions or second editions are excluded)..</li> </ul>	Maximum: 60 renewal credits may be earned during the five-year validity period.  Accrual rate: <ul style="list-style-type: none"> <li>• primary author of book or refereed journal article = 60 renewal credits</li> <li>• primary author of non-refereed journal article = 30 renewal credits</li> <li>• secondary author of book or article = 15 renewal credits</li> </ul>	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> <li>• a synopsis (one page or less) of the publication and</li> <li>• official verification from the publisher of the work's acceptance for publication, including the date of acceptance..</li> </ul>

**Renewal Credit Matrix**  
**CERTIFICATE RENEWAL PLAN**  
**PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS**

<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
<p><b>4. Instruction</b></p>	<p>Renewal credits for instruction (e.g., courses taught at colleges or universities; formal, prepared presentations given at conferences or meetings) are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>• exceed job requirements for the educator’s position, as defined by the employing educational entity;</li> <li>• are professionally oriented and educationally relevant; and</li> <li>• are offered for the first time by the educator.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> <li>• college/university course: 1 semester hour of instruction = 20 renewal credits</li> <li>• presentation: a 1-hour presentation = 3 renewal credits.</li> </ul> <p>(This includes preparation time.)</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and</li> <li>• a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity</li> </ul>
<p><b>5. Professional Training</b></p> <p><b>(Further information provided on page 9.)</b></p>	<p>All professional training must</p> <ul style="list-style-type: none"> <li>• relate to the educator’s professional development plan, area(s) of certification, and/or the employing educational entity’s plan;</li> <li>• be recognized as having professional relevance to the educational setting; and</li> <li>• be successfully completed.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <ul style="list-style-type: none"> <li>• Accrual rate: 1 hour of direct participation = 1 renewal credit</li> </ul> <p>1 CEU = 10 hours of direct participation</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>



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<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
<p><b>6. Professional Assessor/ Evaluator</b></p>	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> <li>• for evaluation activities that exceed job requirements for the educator’s position, as defined by the employing educational entity;</li> <li>• by an educator who has received training/approval/certification as an assessor/evaluator on a national or state-approved accreditation, assessment, or evaluation team (e.g., ADEPT evaluator, principal assessor, SACS [Southern Association of Colleges and Schools] evaluator, external review team[ERT] evaluator, NCATE evaluator, NBPTS [National Board for Professional Teaching Standards] assessor);and</li> <li>• upon the educator’s completion of all requirements of the assessment/evaluation process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>Participation on an ADEPT Evaluation Team = maximum 30 credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• official documentation verifying completion of all evaluation/ assessment team requirements,including the date(s) and the number of hours of direct participation.</li> </ul>
<p><b>7. Mentorship, Supervision, or Instructional Coaching</b></p>	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>• exceed job requirements for the educator’s position, as defined by the employing educational entity,</li> <li>• assist another educator (e.g., student teacher, teacher, administrator), and</li> <li>• are provided in conjunction with an approved training program, induction program, or professional development process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period.</p> <p>Accrual rate ( maximums):</p> <ul style="list-style-type: none"> <li>• supervision of student teacher (one semester) = 20 renewal credits</li> <li>• mentoring (full year) = 30 renewal credits</li> <li>• coaching (full year) = 20 renewal credits</li> <li>• internships = 20 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• official documentation from the training institution, professional organization, or employing educational entity verifying successful completion of all responsibilities, including the type, extent, and dates of services (e.g.,mentoring, supervising, coaching) provided by the educator.</li> </ul>

**Renewal Credit Matrix**  
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<b>CERTIFICATE RENEWAL OPTION</b>	<b>ELIGIBILITY CRITERIA</b>	<b>RENEWAL CREDITS</b>	<b>REQUIRED VERIFICATION</b>
<p><b>8. Educational Project, Collaboration, Grant, or Research</b></p>	<p>Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>• exceed job requirements for the educator's position, as defined by the employing educational entity.</li> <li>• are coordinated or approved by an educational entity,</li> <li>• are related to student achievement and /or to the goals of an educational entity,</li> <li>• result in an educationally relevant product, and</li> <li>• are a minimum of 5 hours in length.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <ul style="list-style-type: none"> <li>• Accrual rate: 1 hour of direct participation = 1 renewal credit</li> <li>• Maximum for each activity within this option: up to 30 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• a synopsis (one page or less) of the project, collaboration, grant, or research and</li> <li>• official documentation from the educational entity verifying the date(s) and hours of direct participation</li> </ul>
<p><b>9. Professional Development Activity</b></p> <p><b>Includes conferences, workshops, task forces, etc.</b></p> <p><b>(further information on page 9.)</b></p>	<p>Renewal credits are awarded only for those professional development activities (e.g. conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> <li>• are tied to the educator's area(s) of certification and/or the goals of the employing educational entity;</li> <li>• are provided by a national, state, regional, or locally approved sponsor; and</li> <li>• involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>1 CEU=10 hours of direct participation</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• official documentation from the sponsor verifying the educator's participation and</li> <li>• a synopsis of the session topic(s), date(s), and time(s).</li> </ul>
<p><b>10. Professional Development Activity (CEU Credit)</b></p> <p><b>IACET CEU Credit –</b></p> <p><b>(further CEU information on page 9.)</b></p>	<p>CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> <li>• are tied to the educator's area(s) of certification and/or to the goals of the employing educational entity,</li> <li>• are provided by an SDE-approved CEU sponsor, and</li> <li>• involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 CEU = 10 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• a transcript or other official verification of CEU credit, including the title of the activity, the date of completion, and a brief description of the activity.</li> </ul>

**Publications  
Option 3**

**Refereed Materials**

Refereed materials are publications reviewed by “expert readers” or referees prior to the publication of the material. After reading and evaluating the material, the referee informs the publisher if the document should be published or if any changes should be made prior to publication. Refereed materials are also referred to as **peer reviewed**. Refereed materials are significant to professional research and literature because they assure readers that the information conveyed is reliable and timely.

**Non-Refereed Materials**

Non-refereed materials such as **trade journals** or **magazines** use less rigorous standards of screening prior to publication. In some publications, each article may be screened only by the publication’s editor. While knowledgeable, no editor can be an authority on all the subject matter printed in a journal. Other non-refereed materials accept almost anything submitted in order to have something to print.

The term “scholarly materials” is often used to describe refereed materials, but this term is not exclusive to refereed materials. Non-refereed materials may not be scrutinized as intensely as refereed materials, but they can still be considered scholarly.

**Professional Development  
CEU Activities  
Option 5, 9, 10**

Option 5 and 9 covers a variety of professional development activities. College or university Continuing Education Unit, (CEU) credit may be entered under these options. A CEU would count as 10 renewal credits since it is based on 10 hours of participation. Other opportunities for these options may include, but are not limited to, workshops, task forces or conferences.

Option 10 refers to the International Association for Continuing Education Units (IACET). IACET is the caretaker of the Continuing Education Unit (CEU). The ten criteria of the IACET CEU promote high standards for professional development and growth. Through its programs, publications, research, and technical assistance, IACET assists organizations in correctly utilizing the criteria.

CEU’s from IACET authorized providers and IACET approved licensed users will be counted under Option 10. Only authorized providers and approved license users may use the IACET CEU and the IACET logo. The list of authorized providers and the process to become one are provided on the IACET website: <http://www.IACET.org>.

**CEU’s counted under Options 5, 9 or 10 must support the educator’s professional growth and development plan. The district will determine the placement of credit for the option.**

**DEPARTMENT OF JUVENILE JUSTICE  
 RECERTIFICATION COMPUTATION SHEET FOR  
 PROFESSIONAL EDUCATOR'S CERTIFICATE**

Last Name	First Name	M.I.	Former name if needed
Social Security #	SC Certificate #	Highest Degree	

**OPTION/DESCRIPTION/MAXIMUM POINTS**

Course No./ Title	Ending Date	Principal/Supervisor Pre-Approval Initials	Points Earned
<b>Option 1: College Credit (120)</b>			
Course No./Title	College		
Course No./Title	College		
<b>OPTION 2: SDE Certificate Renewal(120)</b>			
Course No./Title	Location		
Course No./Title	Location		
<b>OPTION 3: Publications (60)</b>			
Title	Publisher/Date		
Title	Publisher/Date		
<b>OPTION 4: Instruction (60)</b>			
Workshop or Course Title	Location		
Workshop or Course Title	Location		
<b>OPTION 5: Professional Training (120)</b>			
Title	Sponsoring Organization/Agency		
Title	Sponsoring Organization/Agency		
<b>OPTION 6: Professional Assessor/Evaluator (60)</b>			
Type	Duties		
Type	Duties		
<b>OPTION 7: Mentorship, Supervision, or Mentoring (60)</b>			
Type			
Type			
<b>OPTION 8: Educational Project, Collaboration, Grant, or Research (60)</b>			
Type of Project, Collaboration, Grant, or Research			
Type of Project, Collaboration, Grant, or Research			
<b>OPTION 9: Professional Development Activity (60)</b>			
Title	Sponsoring Organization/Agency		
Title	Sponsoring Organization/Agency		
<b>OPTION 10: Professional Development Activity (60) - CEU Credit (120)</b>			
Title			
Title			
<b>Total Renewal Credits Earned &gt;&gt;</b>			

**Please check ONE of the following choices**

- I give permission for my District Renewal Credit Plan Coordinator to access my certificate records on file at the Division of Teacher Quality, Office of Teacher Certification, in order to retrieve my completed course work transcripts to use toward my renewal.
- I do not give permission for my District Renewal Plan Coordinator to retrieve my certification records. I understand that I will be responsible for obtaining an official transcript from the college/university which shows my completed course work that I will use toward the renewal of my certificate.
- I do not currently have college credit on file with the Division of Teacher Quality, Officer of Teacher Certification, to use toward my professional educator's certificate renewal.

Signature of Educator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator : \_\_\_\_\_ Date: \_\_\_\_\_

# DJJ RENEWAL CREDIT APPEAL FORM

*\*All credit appeals must be submitted within 90 days of credit denial.*

Name	Certificate Number
Renewal Credit Advisor	Date
Option	Amount of credit
Activity	Date submitted to Advisor *

## 1. DESCRIPTION OF ACTIVITY

**\*\*\*\*\* Attach verification of this activity to this form. \*\*\*\*\***

### Explain:

- the activity offered for renewal credit
- the process you followed to submit credit
- how it supports your Professional Growth and Development Plan
- why this credit should count toward your certificate renewal

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Teacher Signature:	Date:
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## 2. EXPLANATION OF CREDIT DENIAL

Explain why this activity was denied renewal credit for this educator.
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Administrator or District Coordinator Signature:	Date:
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## 3. APPEAL STATUS: Approved Denied

State reason for approval or denial.
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Signature of Chairman of Appeal Committee:	Date:
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