



Certificate Renewal Guidelines

Professional Growth and Development Plan

**Dr. Darryl Owings
Superintendent**

Effective July 1, 2004

Spartanburg School District Six Renewal Credit Plan 2004-2005

Appeals Committee:
Dr. Donna Gutshall, Joy Penland, Dr. Debra Bishop
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| District Office Personnel | | |
|----------------------------------|---|--|
| Name | | Responsibility |
| Dr. Gregory Cantrell | <u>CantreGL@Spartanburg6.K12.SC.US</u> | Assistant Superintendent Personnel & Operations |
| Dr. Donna Gutshall | <u>GutshaDE@Spartanburg6.K12.SC.US</u> | Assistant Superintendent Instruction |
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| Dr. Debra Bishop | <u>BishopDD@Spartanburg6.K12.SC.US</u> | Director of Secondary Education |

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Overview and Guidelines

Purpose

The purpose of the certificate renewal plan is to provide a mechanism that will enable educators to apply a broad range of relevant professional development activities toward their certificate renewal. The certificate renewal plan is intended to

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

An educator is defined as anyone who is employed in a position that requires a professional 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 under this plan, 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. **Spartanburg School District Six Professional Development Matrix clarifies the State and local regulations.**

Educators must earn these 120 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 district.
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 (ADEPT). All principals must complete a minimum of 20 of their renewal credits in professional development activities that are designed to enhance their skills in supporting and encouraging teachers as professionals.
4. meet the appropriate eligibility criteria for each certificate renewal option/activity for which renewal credits are sought, as specified in the **Renewal Credit Matrix**
5. maintain all required verification, as described in the **Renewal Credit Matrix**

An educator must develop a Certificate Renewal Plan by using the 3-year **Continuing Contract-Goals Setting Form**. The educator has the responsibility to develop a certificate plan and to work collaboratively with their advisor. A fall conference should be held with their Principal or designee to review and to gain approval of the renewal plan. A spring conference should be held to document progress made toward the renewal plan. Reasonable documentation must be provided upon request. ***The State and the District place the responsibility for certificate renewal with the educator. Failure to maintain a valid teaching license may result in termination of employment with Spartanburg School District Six.***

The Principal is defined as the educator's supervisor or supervisor's designee.

1. The supervisor's designee may be an assistant principal. For District Office personnel, the advisor will be each person's direct supervisor. An advisor is the individual who assists and supports the educator throughout the recertification process to ensure that professional growth occurs as intended for recertification purposes.
2. The advisor's role is to provide assistance and resource information in promoting quality license renewal plans by confirming renewal documentation and assessing proposed activities.

Educator's Responsibility

1. Develop a proposed plan for license renewal at the beginning of the renewal period using the Spartanburg School District Six **Continuing Contract-Goals Setting Form**. Where required, obtain the advisor's approval to participate in professional development activities. Have the advisor initial the **Recertification Computation Worksheet** verifying approval to attend such activities.
2. Monitor the number of points earned and modify the proposed plan so that 120 points are earned by the end of the renewal period.
3. Submit verification of completed activities to the Office of Personnel using the **Renewal Credit Computation Sheet** and **Change/Action Form** by June 1 of the expiration year.
4. Submit verification of completed activities to the Office of Personnel using the **Renewal Credit Computation Sheet** and **Change/Action Form** by June 1 of the expiration year.
5. Meet with the advisor to review proposed and completed activities.
6. Keep all documentation of completed activities in the provided notebook, preferably at the school or work location.

Appeal Process

Certified personnel should always refer to the **Renewal Credit Matrix**, **Continuing Contract-Goals Setting Form** and the **Recertification Computation Worksheet** before seeking approval for an activity. Pre-approval forms will be reviewed and signed off by the educator's advisor. In the event an activity is not approved, the educator has the right to appeal. Appeals must be made within six months of the initial approval denial. An appeal must be submitted to the Assistant Superintendent/Instruction by completing the **Renewal Credit Appeal Form**, attaching the denied approval request and a copy of the educator's Goals-Based Evaluation Plan.

The district appeals committee (page ii) will meet within two weeks of the appeal and the educator will be notified consensus decision made based on the information provided.

Renewal Credit Matrix

CERTIFICATE RENEWAL PLAN PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS

| CERTIFICATE RENEWAL OPTION | ELIGIBILITY CRITERIA | RENEWAL CREDITS | REQUIRED VERIFICATION |
|--|---|---|--|
| 1. College Credit | All courses must <ul style="list-style-type: none"> • 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; • 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); • be taken for credit; and • result in a passing grade in a pass/fail class or in a grade of C or better. | 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"> • an official transcript from the college or university. |
| 2. State Department of Education Certificate Renewal Course | All certificate renewal courses must <ul style="list-style-type: none"> • 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 • have been approved by the State Department of Education, according to SBE criteria. | Maximum: up to 120 renewal credits may be earned through 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"> • a report from the course administrator, as required by current SBE guidelines for certificate renewal courses. |
| 3. District Point Plan for Certificate Renewal <i>Available only in Aiken, Greenville, Horry, Richland 1, and the Salkehatchie Consortium.</i> | District professional development points must <ul style="list-style-type: none"> • be earned within a district point plan for certificate renewal that was approved by the SBE and • be reciprocal from one SBE-approved district point plan to another. | Maximum: up to 120 renewal credits may be earned under an approved district point plan during the five-year validity period of the certificate. Accrual rate: 1 earned professional development point = 1 renewal credit | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • official district verification, as specified in the district’s SBE-approved point plan for certificate renewal. |

| CERTIFICATE RENEWAL OPTION | ELIGIBILITY CRITERIA | RENEWAL CREDITS | REQUIRED VERIFICATION |
|---------------------------------|---|--|--|
| 4. Publications | Publications must <ul style="list-style-type: none"> appear in a professional journal or in a format that is sanctioned by the employing educational agency, contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and be a first-time publication (i.e., revised versions or second editions are excluded).. | Maximum: 60 renewal credits may be earned during the five-year validity period. Accrual rate: <ul style="list-style-type: none"> primary author of book or refereed journal article = 60 renewal credits primary author of nonrefereed journal article = 30 renewal credits secondary author of book or article = 15 renewal credits | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> a synopsis (one page or less) of the publication and official verification from the publisher of the work's acceptance for publication, including the date of acceptance.. |
| 5. Instruction | 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 <ul style="list-style-type: none"> exceed job requirements for the educator's position, as defined by the employing educational entity; are professionally oriented and educationally relevant; and are offered for the first time by the educator. | Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: <ul style="list-style-type: none"> college/university course: 1 semester hour of instruction = 20 renewal credits presentation: a 1-hour presentation = 1.5 renewal credits (Note: renewal credits, which are not to exceed half the presentation's length of time, are allowed for preparation time.) | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity |
| 6. Professional Training | All professional training must <ul style="list-style-type: none"> relate to the educator's professional development plan, area(s) of certification, and/or the employing educational entity's plan; be recognized as having professional relevance to the educational setting; and be successfully completed. | Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. <ul style="list-style-type: none"> Accrual rate: 1 hour of direct participation = 1 renewal credit | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> 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. |

| CERTIFICATE RENEWAL OPTION | ELIGIBILITY CRITERIA | RENEWAL CREDITS | REQUIRED VERIFICATION |
|--|---|--|--|
| 7. Professional Assessor/ Evaluator | <p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> for evaluation activities that exceed job requirements for the educator's position, as defined by the employing educational entity; 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 upon the educator's completion of all requirements of the assessment/ evaluation process. | <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>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> official documentation verifying completion of all evaluation/ assessment team requirements, including the date(s) and the number of hours of direct participation. |
| 8. Mentorship, Supervision, or Coaching | <p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> exceed job requirements for the educator's position, as defined by the employing educational entity, assist another educator (e.g., student teacher, teacher, administrator), and are provided in conjunction with an approved training program, induction program, or professional development process hours in length. | <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"> supervision of student teacher (one semester) = 20 renewal credits mentoring (full year) = 30 renewal credits coaching (full year) = 20 renewal credits | <p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> 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. |

| CERTIFICATE RENEWAL OPTION | ELIGIBILITY CRITERIA | RENEWAL CREDITS | REQUIRED VERIFICATION |
|--|---|--|---|
| 9. Educational Project, Collaboration, Grant, or Research | Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that <ul style="list-style-type: none"> • exceed job requirements for the educator’s position, as defined by the employing educational entity, • are coordinated or approved by an educational entity, • are related to student achievement and/or to the goals of an educational entity, • result in an educationally relevant product, and • are a minimum of 5 hours in length. | Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. <ul style="list-style-type: none"> • Accrual rate: 1 hour of direct participation = 1 renewal credit | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • a synopsis (one page or less) of the project, collaboration, grant, or research and • official documentation from the educational entity verifying the date(s) and hours of direct participation. |
| 10. Professional Development Activity (Non-CEU Credit) | Renewal credits are awarded only for those (non-CEU) professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> • are tied to the educator’s area(s) of certification and/or the goals of the employing educational entity; • are provided by a national, state, regional, or locally approved sponsor; and • involve a minimum of 4 hours of direct contact, excluding meals and breaks. | Maximum: up to 30 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 hour of direct participation = 1 renewal credit | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • official documentation from the sponsor verifying the educator’s participation and • a synopsis of the session topic(s), date(s), and time(s). |
| 11. Professional Development Activity (CEU Credit) | CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> • are tied to the educator’s area(s) of certification and/or to the goals of the employing educational entity, • are provided by an SDE-approved CEU sponsor, and • involve a minimum of 4 hours of direct contact, excluding meals and breaks. | Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 CEU = 10 renewal credits | In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • 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. |

Spartanburg School District Six

Certificate Renewal System

School Renewal Credit Coordinator (Principal or Designee)

Responsibilities

- Serve as a liaison for District
- Interpret the Certificate Renewal System with respect to the needs of the school
- Provide technical support to school certified staff regarding the Certificate Renewal System
- Maintain current records of school certified staff professional goals
- Accept requests for pre-approval of credit for professional development activities from school certified staff
- Approve or reject requests for pre-approval of credit for professional development activities from school certified staff (contact District Renewal Credit Coordinator if necessary)
- Maintain records of all requests for approval of credit for professional development activities from school certified staff
- Collect proper documentation of completed professional development activities from school certified staff, including approval form(s) and computation sheet
- Maintain records of proper documentation of completed professional development activities from school certified staff, including approval form(s) and computation sheet
- Submit computation sheets to District Renewal Credit Coordinator

Spartanburg School District Six Professional Development Matrix

Professional Development Credits are optional “extra “ credits awarded to teachers who participate in professional activities outside their contracted school day.

Certificate Renewal Credits are earned to enable educators to renew teaching certificates using 11 options instead of only providing coursework for renewal.

| Example Of Possible Activity | Approved for Certificate Renewal Credits | Criteria or Rationale |
|--|--|---|
| Induction Class Credit | NO | Since this credit would be earned during a teacher's Initial Certification, it would not qualify as credit for renewing an educator's certificate. Required because of ADEPT law. |
| Induction teacher Mentor Option #8 | YES Full year – 30 (minimum of 2 meetings each month) | Exceeds job requirements but must mentor for entire year for renewal credits |
| Supervision of a student teacher Option #8 | YES One semester = 30 renewal credits | Exceeds job requirements but must mentor for one full semester for renewal credits |
| Leading a workshop or presenting at a seminar or conference Option #5 | YES | Activity exceeds job requirements |
| Grading of National Board portfolios, PACT, etc. Option #7 | YES | These evaluation activities exceed job requirements for the educator's position |
| ADEPT TBE Evaluator Induction Team member SACS Evaluator Other Professional Evaluator Option #7 | YES *Principal gets these hours if on an ADEPT team at another school | Evaluation activities exceed job requirements |
| Board Member (e.g., PTA/PTO, SIC, District, College, etc.) | NO | Does not fall within the scope of Professional Development |
| District or school-based committees, such as Strategic Planning, Palmetto's Finest, Exemplary Reading and Writing | NO | Does not fall within the scope of Professional Development |
| Chairperson (e.g., 504, grade level, IEP) | NO | Such activities fall within the job requirements of all staff |
| Revising/rewriting teacher handbooks | NO | Does not fall within the scope of Professional Development |
| Textbook adoption committee | NO | Such activities fall within the job requirements of all staff |
| Advisory Counsel (e.g., Support Staff, Principal's STAC Committee, etc.) | NO | Does not fall within the scope of Professional Development |
| Tutoring or working with students | NO | Such activities fall within the job requirements of all staff |
| | | |

| Example Of Possible Activity | Approved for Certificate Renewal Credits | Criteria or Rationale |
|---|--|--|
| Yearbook sponsors | NO | Does not fall within the scope of Professional Development |
| State Department, Statewide Committee, or Regional Committee Option #9 | YES | Committees of this type are related to improving student achievement and produce an educationally relevant product |
| School Based afternoon or Staff Development Days | NO | Such activities fall within the job requirement |
| School and/or District Summer or school year after hours activity – 4 or more direct contact hours Option #10 | YES | Tied to educator's GBE plan and educationally relevant |
| Teaching a graduate or recertification course Option #5 | YES | Exceeds job requirements, professionally oriented and offered one time during certificate 5 year validation period |
| Special event chair, coordinator or team member (e.g., Fine Arts & Music events, PTO, special events, Books Fairs, etc. | YES | Does not fall within the scope of Professional Development |
| Participating in the National Board certification process Option #7 | YES | Evaluation activities that exceed job requirements |
| District wide staff development meetings | NO | Activity fall within the job requirements for staff |

**Spartanburg County School District Six
Continuing Contract-Goal Setting Form**

Name _____

School _____

School Year _____

(Check one)

Goal 1 _____

Goal 2 _____

Goal 3 _____

GOAL & OBJECTIVES (What I will accomplish):

STRATEGIES (How I will accomplish it):

MONITORING PROCESS (How progress will be monitored):

SUPPORTIVE EVIDENCE (What I will submit or complete):

Expected Date of Completion: _____

COMMENTS:

Fall Conference Date: _____

Spring Conference Date: _____

Request for Change/Action

South Carolina Department of Education
Division of Teacher Quality, Office of Teacher Certification
1600 Gervais Street
Columbia, South Carolina 29201

SSN: _____ S.C. certificate #: _____ District name: _____

Name: _____
Last First MI Former name if
needed

Mailing address: _____
Street City State Zip

E-mail: _____ Home phone: _____ Work phone: _____

I am currently applying for or participating in the alternative route to certification (circle one): YES NO

- 1. Evaluate my transcripts for the alternative certification program in the subject area of _____.
- 2. Renew my certificate. All required documentation has been submitted.*
- 3. Evaluate my file for adding the area of _____ OR
a master's + 30 graduate semester hours in the area of _____.
- 4. I would like a one-year extension of my certification.
- 5. Advance my certificate to the bachelor's + 18 graduate semester hours level.*
- 6. Advance my certificate to the master's degree level.*
- 7. Advance my certificate to the master's + 30 graduate semester hours level* in the area of _____.
- 8. Advance my certificate to the doctoral degree level.*
- 9. Add the following certificate field(s), for which *all requirements have been met*: _____.
- 10. Approve [course title] _____ from [institution] _____
for the purpose of _____. A course description is attached.
- 11. Change my name and/or address to what I give above.
- 12. Add additional year(s) of teaching experience credit. Verification forms are on file or enclosed.
- 13. Send me a duplicate certificate. The five-dollar fee is enclosed. [*check or money order only*]
- 14. Other: _____

Signature _____

Date _____

To initiate the change/action, submit this form to the Office of Teacher Certification along with support documentation. You may submit your request by mail or by fax (803-734-2873), or you may deliver it in person.

* Requests for certificate advancement and renewal received on or before November 1 will be effective July 1 of the current school year. From November 2 through April 30, changes are effective when requirements are met, provided that full documentation, including the request, is received by the Office of Teacher Certification within forty-five days after the requirements were met. Requests received forty-five or more days after eligibility will be effective the date the request is received. Requests received after April 30 are effective on the following July 1.

Renewal Credit Computation Sheet

Check one of the following:

- I am employed in a setting that requires South Carolina educator certification. **(Complete sections A and B below.)**
- I am *not* employed in a setting that requires South Carolina educator certification. **(Complete sections A and C below.)**

| SECTION A | | | |
|-------------------------|--------------------------|--|------------------------|
| Last name: | First name: | MI: | Former name if needed: |
| Social Security number: | S.C. certificate number: | Total number of renewal credits earned: ↔ | |

| Option | Description | Renewal Credits | |
|--------|--|-----------------|--------|
| | | Maximum | Earned |
| 1 | College Credit | 120 | |
| 2 | State Department of Education Certificate Renewal Course | 120 | |
| 3 | Publications | 60 | |
| 4 | Instruction | 60 | |
| 5 | Professional Training | 120 | |
| 6 | Professional Assessor/Evaluator | 60 | |
| 7 | Mentorship, Supervision, or Mentoring | 60 | |
| 8 | Educational Project, Collaboration, Grant, or Research | 60 | |
| 9 | Professional Development Activity (Non-CEU Credit) | 30 | |
| 10 | Professional Development Activity (CEU Credit) | 120 | |

| SECTION B | | TO BE COMPLETED BY THE APPLICANT AND THE DESIGNATED LOCAL PROFESSIONAL DEVELOPMENT OFFICIAL |
|--------------------------|--------------------------|---|
| Applicant | Official | I hereby verify that (check all appropriate) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> All activities directly relate to the applicant's professional growth and development plan, support the goals of the employing educational entity, promote student achievement, and meet the criteria specified in the renewal credit matrix. |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> Appropriate verification relative to the completion of all activities has been reviewed and will be maintained. |
| Signature of applicant: | | District/agency: Date: |
| Signature of official: | | Title: |

| SECTION C | TO BE COMPLETED BY APPLICANT |
|--|---|
| | I hereby verify that (check all appropriate) |
| <input type="checkbox"/> | <ul style="list-style-type: none"> All activities (1) relate directly to my current area(s) of certification, to a formal program of study in a certification area in which I am officially enrolled, or to the goals of my employing educational entity and (2) meet the criteria specified in the renewal credit matrix. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> All appropriate verification [<i>not to exceed two pages per activity</i>] is attached. |
| Signature of applicant: Date: | |

Spartanburg School District Six Recertification Computation Sheet

I am employed in a setting that requires South Carolina educator certification. (Complete sections A and B below.)

| | | | |
|------------------------------|------------------------------------|-----------------|--|
| SECTION A | | | |
| Last name | First name | M.I. | Certificate Type |
| Social Security # (optional) | SC Certificate # (required) | Expiration Date | Highest Degree Earned |
| Current School | Total Renewal Credits from back >> | Points | National Board Certified <input type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION B OPTION/DESCRIPTION/MAXIMUM POINTS | Ending Date | Advisor's Initials | Points Earned |
|---|----------------|--------------------|---------------|
| Option 1: College Credit (120) Course No./Title/College/Semester/Year Taken | | | |
| | | | |
| | | | |
| Option 2: SDE Certificate Renewal Course (120) Course No./Title/College/Semester/Year Taken | Ending Date | Advisor's Initials | Points Earned |
| | | | |
| | | | |
| Option 3: District Point Plan for Certificate Renewal (120) | Not Applicable | | |
| Option 4: Publications (60) Title/Publisher/Date Published | Ending Date | Advisor's Initials | Points Earned |
| | | | |
| | | | |
| Option 5: Instruction (60) Workshop or Course Title/Location | Ending Date | Advisor's Initials | Points Earned |
| | | | |
| | | | |
| Option 6: Professional Training (120) | Ending Date | Advisor's Initials | Points Earned |
| | | | |
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|--|--------------------|---------------------------|----------------------|
| Option 7: Professional Assessor/Evaluator (60) Title/Organization or Agency/Sponsoring | Ending Date | Advisor's Initials | Points Earned |
| | | | |
| | | | |
| | | | |
| | | | |
| Option 8: Mentorship, Supervision, or Mentoring (60) Type/Dates | Ending Date | Advisor's Initials | Points Earned |
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| Option 9: Educational Project, Collaboration, Grant, or Research (60) Type | Ending Date | Advisor's Initials | Points Earned |
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| Option 10: Professional Development Activity (Non-CEU Credit) (60) Activity/Title | | | |
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| Option 11: Professional Development Activity (CEU Credit) (120) Activity/Title | | | |
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| | | | |
| Total Renewal Credits Earned >> | | | |

