

COLLEGE *of* CHARLESTON

SCHOOL OF EDUCATION,
HEALTH, AND HUMAN
PERFORMANCE

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**College of Charleston School of Education, Health, and
Human Performance**

Certificate Renewal Credit Plan

for

Teacher Educators (TEDU & EHHP)

Master Teachers (N.E. Miles ECDC)

Certificate Renewal Credit Plan

I. Purpose

The purpose of the CofC School of Education, Health, and Human Performance (SOEHHP) **Renewal Credit Plan** is to provide a mechanism that will enable Teacher Educators in the Teacher Education Department (TEDU), Physical Education Health, and Human Performance Department (PEHD), and Master Teachers at the Nathan E. Miles Early Childhood Development Center (ECDC) to apply a broad range of relevant professional development activities toward certificate renewal. According to the state guidelines, 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
- be operationally efficient

The **Renewal Credit Plan** also

- documents Teacher Educators' and Master Teachers' professional growth in areas that are directly related to their specific job functions
- encourages Teacher Educators and Master Teachers to promote and support work that addresses the recruitment, retention, and advancement of teachers
- encourages Teacher Educators and Master Teachers to engage in work that supports collaboration with other organizations to promote the teaching profession.

II. Overview of Plan Description

All Teacher Educators and Master Teachers who hold a valid professional educator's certificate and are employed full time at the College of Charleston in the School of Education, Health, and Human Performance are eligible to participate in the **Renewal Credit Plan**. An educator's professional certificate is valid for five years and expires on June 30 of the fifth year. In order to renew the certificate, the educator must earn a minimum of 120 renewal credits, as described in the *South Carolina Educators Renewal Credit Matrix*, during the five-year validity period of the certificate.

This plan is for certificate renewal only. All other changes to an educator's certificate are to be handled directly with the South Carolina SDE certification office by the educator.

III. One-time Grandfathering Approval of Renewal Credits

Upon approval of the CofC SOEHHP **Renewal Credit Plan** by the South Carolina Department of Education, renewal credit activities eligible for approval under the Teacher Educator or Master Teacher's current certificate renewal period may be approved for

grandfathering under the CofC SOEHHP **Renewal Credit Plan** one time only. To be approved, the licensee must submit to the **Renewal Plan Coordinator**

- *Professional Growth and Development Certificate Renewal Plan.* The plan must include documentation of any renewal credits already approved by the state of South Carolina for application to the current certificate renewal period.
- Documentation of all eligible renewal credit activities completed within the current certificate renewal period that have not been previously approved by the state of South Carolina

IV. Special Requirement

Any educator who has not earned a Master's Degree must earn sixty (60) renewal credits in graduate-level coursework to renew the current certificate. Educators who hold *only* Career and Technology Education Work-Based Certificates are not required to fulfill the graduate-level coursework requirement.

V. Certificate Renewal Requirements

- The educator must accrue 120 points from any combination of activities listed in the South Carolina *Renewal Credit Matrix*. Note: Option 3 (District Point Plan) is not applicable
- Renewal credits must be earned within the five-year renewal timeline and may not carry over from one renewal period to the next.
- Renewal credits may not be earned if/when performed as part of the employee's contracted duties, but may be earned if performed in a capacity that exceeds normal requirements for the employee's position.

For example, teaching a course for the first time as part of the employee's annual contracted teaching load is not eligible for renewal credits. Teaching a course for the first time in addition to the required teaching load would be considered an eligible activity if it meets the requirements as outlined in the *Renewal Credit Matrix*.

- Renewal credits may be earned during regularly scheduled work hours if pre-verified by the **Renewal Credit Plan Coordinator** as an activity that exceeds duties as outlined in the employee's contract and/or job description.
- Any single activity may be used to accrue renewal credit points under only one option from the *Renewal Credit Matrix*.

For example, if a faculty member writes a grant (Option 9) as a member of a professional association task force (Option 10) may claim credit hours for direct participation for one or the other, but not both.

VI. Process for Obtaining and Submitting Renewal Credits

The CofC SOEHHP certificate renewal process is aligned with professional growth and performance evaluation plans as outlined in College of Charleston Policies and

Procedures for Faculty and Staff Employees. The educator's renewal activities must directly support the professional goals that are tied to the employee's job functions and annual performance review processes.

Teacher Educators and Master Teachers must complete the following steps in order to renew their professional educator's certificates:

1. Teacher Educators in SOEHHP TEDU or EHHP roster faculty lines and Master Teachers at the N.E. Miles ECDC complete and file a *Professional Growth and Development Plan* with the **Renewal Plan Coordinator**. The plan should be reviewed and modified as necessary to ensure accrual of the required 120 points by the end of the renewal period.
2. After earning 120 renewal credits and gathering all verification forms/documentation, the educator completes and signs a *South Carolina Recertification Computation Sheet* and a *South Carolina Request for Change/Action* and submits to the **Renewal Plan Coordinator**.
3. The **Renewal Plan Coordinator** will review and verify renewal credit activities that meet the criteria outlined in the *South Carolina Renewal Credit Matrix*.
4. Educators may submit a *Request for Pre-Verification of Renewal Credit* at any time to the **Renewal Plan Coordinator** to ensure credit for a particular activity will qualify as meeting the criteria from the *Renewal Credit Matrix*.
5. All required documentation for license renewal must be submitted to the **Renewal Plan Coordinator** before June 1 of the expiration year, but can be submitted at any time during the five-year validation period.
6. The **Renewal Plan Coordinator** will submit approved *Recertification Computation Sheets* and the *Change/Action* forms to the South Carolina Department of Education Recertification Officer for data entry into the SDE Data Entry System.
7. When Teacher Educators or Master Teachers leave employment in the SOEHHP for another position at the CofC or leave employment at the College, they assume responsibility for submitting any outstanding accrued recertification activities to the **Renewal Plan Coordinator** for verification. Accrued recertification points will then be entered into the South Carolina State Department of Education Certification Portal system.
8. If a renewal credit activity is denied approval, the Teacher Educator or Master Teacher may submit an *Appeal* form within 90 days to the Appeals Committee (Dean, SOEHHP; Department Chairperson, TEDU; Director, N.E.Miles ECDC) whose decision shall be final. If the appeal is denied, a written explanation of the reasons for denial will be returned to the educator.

VII. Renewal Credit Plan Documents

Educators are responsible for maintaining their own records for certificate renewal (preferably at work). Educator files should include the following:

- Copy of the CofC SOEHHP ***Certificate Renewal Credit Plan***
- Copy of the educator's *Professional Growth and Development Plan*

CofC SOEHHP Certificate Renewal Credit Plan

- Copies of completed *Request for Pre-Verification of Renewal Credit* forms
- Copies of any *Appeal* forms processed on the educator's behalf
- Copies of forms or certificates verifying the completion of renewal credit courses or activities
- *SC Recertification Computation Sheet*
- Copy of the educator's professional certificate

VIII. Handbook

The *CofC SOEHHP Educator Certificate Renewal Plan Handbook* will include:

- A. The CofC SOEHHP ***Certificate Renewal Credit Plan***
- B. Contact information for the currently designated **Renewal Plan Coordinator and Appeals Committee Members**
- C. South Carolina *Renewal Credit Matrix*
- D. Forms:
 - *Professional Growth and Development Plan*
 - *Request for Pre-Verification of Renewal Credit*
 - *SC Recertification Computation Sheet*
 - *SC Request for Change/Action*
 - *Appeal*

The handbook will be available for downloading online on the [Faculty Resources](http://ehhp.cofc.edu/faculty_resources/index.php) page of the SOEHHP website (http://ehhp.cofc.edu/faculty_resources/index.php).