

Certificate Renewal Process for Educators

An educator is defined as anyone who is employed in a position that requires a professional South Carolina Educator's Certificate.

The educator must hold a Professional Educator Certificate to use the District Six Renewal Plan. An educator who has an Initial, Transitional, Critical Needs or Temporary Certificate must go through the Office of Certification at the State Department of Education.

An educator who has been granted an extension for one year must, at the end of that year, send the **Renewal Computation Sheet** with all documentation attached to the Personnel Office and request a letter from the District Renewal Credit coordinator. The letter will verify that all requirements for renewal for the remainder of the renewal cycle have been met and the educator is currently employed in Spartanburg District Six. The letter will be sent along with the Renewal Computation Sheet to the district contact person in the Office of Certification.

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**
6. keep all documentation of completed activities in a file or notebook at the school (work) location.
7. meet with the **principal/designee** to review proposed and completed activities.
8. when you have completed 120 credits submit verification of completed activities with the **Renewal Credit Computation Sheet** to your **principal/designee** for approval and signature.
9. next you will send the **Renewal Computation Sheet** with the original documents to verify your 120 renewal credits to the Office of Personnel.

The above process may take place anytime during the five-year validity period of educator's certificate. The educator's renewal will be processed in the spring beginning in February or March of the educator's expiration year.

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.

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