

## Professional Certification

### Certificate Renewal

Complete information for Georgia Certificate Renewal may be found at: [http://www.gapsc.com/TeacherCertification/Documents/Cert\\_Rules\\_12\\_03/505-2-.020.pdf](http://www.gapsc.com/TeacherCertification/Documents/Cert_Rules_12_03/505-2-.020.pdf) (Special Georgia Requirements) and

[http://www.gapsc.com/TeacherCertification/Documents/Cert\\_Rules\\_12\\_03/505-2-.024.pdf](http://www.gapsc.com/TeacherCertification/Documents/Cert_Rules_12_03/505-2-.024.pdf) (Standard Renewal Requirements).

Two questions often asked when renewing certificates are about background checks and the computer proficiency requirement.

1. For employment in a private school in Georgia, a criminal history check is required every five years for certificate renewal. In addition, applicants for certification must respond to background check questions on the application form.
2. Certificates shall NOT be renewed for a 5-year period unless the certificate holder demonstrates satisfactory proficiency on a PSC-approved test of computer skill competency or completes a PSC-approved training/course equivalent. Individuals who have not completed the requirement may, at the request of an employing school system, be issued a 1-year Non-Renewable Professional certificate during which time the requirement must be completed. Check with the Academic Dean for updated information on the Computer Competency Test.

You may renew your certificate in the Academic Dean's Office via the Internet if you fill out the renewal application and have documentation on file with us showing you have met 6 semester hours credit or 10 quarter hours within your 5 years. You must apply for a criminal records check through Brookstone's Business Office. Renewal of your certificate is a simple, quick process if you have all documentation. Only PLU Credits, C.E.U. credits, and college and university course credits may be used for Georgia Certification renewal. SACS Equivalency Credits may not be used for certification renewal.

## Professional Development Program

### SACS Equivalency Credits

Six semester or ten quarter hours of professional growth required by Brookstone School may be satisfied either through regularly established college or university courses, Professional Learning Units (PLUs), C.E.U.s or by activities listed below. One-half of required credits must be earned through approved in-field continuing education.

1. Professional development activities:

- a. Brookstone School or MSCD professional development programs
  - b. Individual professional development activities developed by employee and his/her immediate supervisor and relating to the employee's evaluation.
2. Committee work:
- a. Serving on a school committee (curriculum, textbook, report card, advisory, etc.)
  - b. Serving on another school's accreditation committee (maximum credit of 8 clock hours per year)
  - c. Serving on own school's accreditation committee (maximum credit of 8 clock hours per year)
3. Workshops, conferences, and meetings that are sponsored by the school and directed by a professionally competent individual may be considered as equivalent activity. Such workshops, conferences, and meetings must have a clearly defined purpose and must be designed to improve the professional competency of the participants. For each eight contact hours spent in such activities, one-half semester hour of credit may be awarded.
4. Professional meetings or conventions that are sponsored by a collegiate institution, or a professional association, that address topics of professional interest, and that are organized and directed by qualified professionals may be considered for equivalency credit. One-half hour semester hour of credit may be awarded for each 12 hours of actual attendance at sessions of such meetings or conventions.
5. Writing, research, and presentations (maximum credit of 12 clock hours per year):
- a. Publication of articles in professional publications (one-half semester hour of credit for each 2000 written words)
  - b. Presentation of research paper at professional meetings (one-half semester hour of credit for each 25 minutes of oral presentation)
  - c. Conducting of workshops (double the number of clock hours of the workshop, not to exceed maximum limit; credit awarded one time only for the same presentation, and if presenter does not receive monetary compensation)
6. Innovations (maximum credit of 8 clock hours per year):
- a. Innovative programs or pilots approved in advance by Headmaster, Principal, or Academic Dean
  - b. Funded and implemented grants

7. Visitation observation (must be approved in advance by Headmaster, Principal, or Academic Dean; maximum credit of 8 clock hours per year)
8. Development of curriculum materials (must be approved in advance and verified by Principal or Academic Dean; maximum credit of 8 clock hours per year)
9. Individual Professional Reading (reading must relate to improving instruction in employee's assignment; maximum credit of 8 clock hours per year; must turn in a learning journal in order to receive credit)
10. Educational travel (sponsored by an educational institution or taken to improve knowledge and experience in teaching field; one-half semester hour of credit may be granted for each two weeks (14 days) or major portion thereof (8 days). Credit shall not be awarded unless a diary of the trip is prepared and filed with the Academic Dean (maximum credit of 10 clock hours per year)
11. College courses for graduate or audit credit (must be taken in field of education)
13. National Board for Professional Teaching Standards certification process (maximum credit of 60 clock hours; credit awarded one time only)
14. Other (must be approved by Headmaster, Principal, or Academic Dean with maximum credit established prior to activity)

**\*\*Examples of Other Professional Development for Equivalency Credit**

Book Study: credit awarded for individual professional reading up to the maximum in addition to actual clock hours of collaborative study and discussion

Peer Coaching: credit awarded for actual observation time in addition to actual clock hours of pre- and/or post-observation conference and coaching/discussion

Action Research: credit awarded based on a maximum set in advance by the school principal and Academic Dean

Professional Learning Journal: separate credit awarded for the journal when kept in conjunction with other professional development activities, such as those listed on a Professional Development Plan (maximum credit of 4 clock hours per year)

Mentoring a New Teacher: credit awarded for actual clock hours spent in mentoring a new teacher that can be documented through meeting agendas, minutes, and/or learning journals (maximum credit of 8 clock hours per year)

All equivalencies shall be approved in advance by the Academic Dean. The Academic Dean shall maintain a complete record of any activities for which equivalent credit, C.E.U., or PLU

credit is awarded. Such records shall be made available to visiting committees during accreditation evaluations. Evidence of successful completion of college or university credits used for fulfillment of Professional Development requirements should be submitted to the Academic Dean office.

## Professional Learning Unit (PLU) Program

PLUs shall be earned by an individual only in the following four categories:

1. Field(s) of Certification
2. Individual School Improvement Plan
3. Annual Personnel Evaluation
4. State/Federal Requirements

The minimum for one PLU activity shall be 10 contact hours (1 PLU). Partial PLUs or fractions of PLUs may not be awarded. No more than 8 contact hours of instruction shall be conducted per day with a maximum of 4 PLUs earned per week.

Private Schools must submit a Professional Learning Unit Credit Plan. Once this plan is approved, each individual credit activity/course/program must be submitted separately to the Georgia Department of Education (GDOE) as an addendum to their PLU Credit Plan for approval. The Professional Practices Commission will not approve a PLU course or activity for recertification that is not approved by the Department of Education

### Non – Teaching Profession Development

SAIS – SACS standards require the following:

5.4 Assures that all staff participate in a continuous program of professional development.

*The emphasis is on ALL STAFF, including but not limited to faculty, administrators, administrative, and custodial staff. While the specifics of the program are up to the school, there must be evidence that a formal method is in place.*

All non-teaching staff members will be required to complete **.5 quarter hours or .33 semester hours each year (5 contact hours)** in field.

For Non-teaching staff, your cycle will be listed as 2011-2016 on the EmployeeNet page and credits will be posted when credits for teaching faculty are posted.