

Woodland Consolidated School



Recertification Handbook

Updated Aug. 2018

This handbook is designed to assist teachers with the recertification process. It is essential that you become familiar with the process that certifies you to work in your profession.

The Woodland PLCSS is comprised of teachers and administrators who have been appointed by the Woodland Consolidated School Committee.

The purpose of the PLCSS is to:

- assist individuals with the procedures for recertification.
- make recertification recommendations to the Commissioner of Education.
- appoint support teams to assist new teachers with meeting more specific responsibilities during their first years of teaching.

The next pages will assist you with renewing your certificate.

- Please follow the steps in order.
- All necessary forms are attached. *Please photocopy the forms as needed.*
- Give submission to any member of the PLCSS. Ask your principal if you need the name of a member from your school.
- Keep a copy of all paperwork submitted to and received from the PLCSS.

90 contact hours are needed to fulfill recertification requirements. They can be acquired in any combination of C.E.U.s, contact hours, and credits that equal 90 hours (4.5 C.E.U.s = 45 hours, 3 credits = 45 hours).

The PLCSS will give you a yearly report concerning the status of your recertification.

The PLCSS meets monthly throughout the school year. If you have any questions please ask a member for clarification.

Recertification remains the responsibility of the individual.

Steps for Recertification

The renewal process for a five-year Professional Certificate may begin immediately after the expiration of your present certificate. New teachers who have received their first Professional Certificate may also begin their work toward recertification. ***Please follow the steps below in the order presented as you work toward your recertification.***

1. Print off and submit a copy of your certificate to the PLCSS. You also need to submit a copy to the Superintendent's Office. Go to <https://neo.maine.gov> Under Public, click Certification Application Lookup. Enter your information and use the print option to print off certificate information.
2. Submit your Five-Year Professional Renewal Plan to the PLCSS. See a member of the PLCSS if you need assistance filling out the plan.
3. When you find a course, workshop, or independent study that will help you meet the goals in your Renewal Plan, submit the proper request form. ***You must have permission in advance to take the course of study.*** There will be no exceptions. If time is a factor, see a member of the PLCSS to get verbal permission.

If you want the course work paid for through the Superintendent's Office, you must also submit a Course Approval Form to the Superintendent's Office prior to taking the course. This form is attached at the end of this booklet.

4. Upon completion of any work to be applied toward recertification, you must submit a copy of the documentation (certificate, letter of completion, transcript, etc.) to the PLCSS to verify attendance and the hours completed.

If the coursework was paid for through the Superintendent's Office, you must also submit a copy of documentation to that office.

Teachers Holding Provisional Certificates

- Print off and submit a copy of your certificate to the PLCSS.

- Depending on prior work under this certificate, the PLCSS will assign a support team or mentor to assist you in obtaining your Professional Certificate.

- The support team or mentor will
 - help you develop your Teacher Action Plan (TAP)
 - meet with you monthly to ensure you are working toward your goals and to give assistance in any other areas that you may need help with.
 - keep the PLCSS apprised of your progress.

- At the end of the year the support team or mentor will recommend to the PLCSS what action should be taken the following year. Recommendations include a support team for another year, only a mentor the next year, or a professional certificate if the provisional certificate is expiring.

NOTE: The State recommends three years of teaching in the State of Maine for a Professional Certificate.

Woodland Consolidated School Certification Guidelines

Professional Renewal Plan

Educator: _____

Grade Level : _____

Certification Expiration Date: ___/___/___

Application Date: ___/___/___

As a professional educator, every five years you must renew your teaching certification. The Maine Department of Education, in conjunction with stakeholder groups, has developed the "Eleven Teaching Standards". Woodland Consolidated School has adopted these standards to be used to develop your Professional Renewal Plan (PRP) for your professional renewal. You will need to select at least two of the standards to work on for your professional development. You must balance your coursework, contact hours and studies evenly among the standards that you have selected for your professional development. Please check the standard(s) below that will be the focus of your professional development.

ELEVEN TEACHING STANDARDS

- ___ 1. Demonstrates knowledge of the central concepts, tools of inquiry, and structures of the discipline(s) s/he teaches and can create learning experiences that make these aspects of the subject matter meaningful to students.
- ___ 2. Demonstrates the ability to integrate the concepts, tools of inquiry and structure among the disciplines.
- ___ 3. Demonstrates knowledge of the diverse ways in which students learn and develop by providing learning opportunities that support their intellectual, physical, emotional, and social development.
- ___ 4. Plans instruction based upon knowledge of subject matter, students and curriculum goals.
- ___ 5. Understands and uses a variety of instructional strategies and appropriate technologies.
- ___ 6. Creates and maintains a classroom environment which supports and encourages learning.
- ___ 7. Demonstrates the ability to support student's learning and well-being by engaging students, home, school, colleagues, and community.
- ___ 8. Understands and uses a variety of formal and informal assessment strategies to evaluate and support the development of the learner.

____ 9. Demonstrates an awareness of and commitment to ethical and legal responsibilities of the teachers.

____ 10. Demonstrates a strong professional ethic and desire to contribute to the education profession.

____ 11. Effective teachers model and apply the National Educational Technology Standards for Students (NETS•S) as they design, implement, and assess learning experiences to engage students and improve learning; enrich professional practice; and provide positive models for students, colleagues, and the community.

Your professional development *may not* include any of the following: general membership in an organization, being a member of a standing committee, teaching a course, general preparation for teaching, any high school course or any activity that does not promote professionalism for the general teaching population.

Please outline how you plan to meet the standards that you have selected at the bottom of this sheet.

Teacher Signature: _____

Application for C.E.U/Contact Hours Work

★This application must be submitted to the PLCSS for approval ***prior*** to taking a workshop/conference. Work not receiving prior approval will be denied.

★Evidence of completion must be submitted to the PLCSS before the C.E.U.s or contact hours will be applied toward recertification.

Name of applicant: _____

Date submitted to PLCSS: _____

Name of workshop/conference: _____

Place of workshop: _____

Organization sponsoring workshop/conference: _____

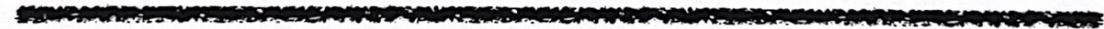
Date: _____ Number of C.E.U.s/Contact Hours applied for: _____

Teaching Standard(s) met through workshop/conference:

1. _____

2. _____

Signature of Applicant: _____



Date received: _____

Approved: _____ Denied: _____ (reason(s) on back)

Documentation received for final approval on: _____

Insufficient documentation for final approval: _____

Signature of PLCSS Chairperson: _____

Application for Course Work

- ★This application must be submitted to the PLCSS for approval *prior* to taking a workshop/conference. Courses not receiving prior approval will be denied.
- ★Evidence of course completion must be submitted to the PLCSS before the credits will be applied toward recertification.

Name of applicant: _____

Date submitted to PLCSS: _____

Name of course: _____

Place: _____

Instructor: _____

Date of course: _____ Number of credits applied for: _____

Teaching Standard(s) met through course:

1. _____

2. _____

Signature of Applicant: _____

~~_____~~
Date received: _____

Approved: _____ Denied: _____ (reason(s) on back)

Documentation received for final approval on: _____

Insufficient documentation for final approval: _____

Signature of PLCSS Chairperson: _____

Application for Independent Study

★This application must be submitted to the PLCSS for approval *prior* to starting the work. Work not receiving prior approval will be denied.

★Documentation from supervisor verifying hours and work completion must be submitted to the PLCSS before the credits will be applied toward recertification.

Name of applicant: _____

Date submitted to PLCSS: _____

Supervisor: _____

Date: _____ Number of credits applied for: _____

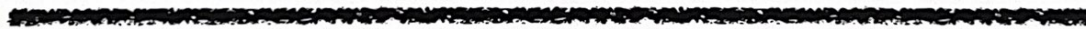
Teaching Standard(s) met through work:

1. _____

2. _____

Describe how this work meets the teaching standards your are working towards.

Signature of Applicant: _____



Date received: _____

Approved: _____ Denied: _____ (reason(s) on back)

Documentation received for final approval on: _____

Insufficient documentation for final approval: _____

Signature of PLCSS Chairperson: _____