

Spartanburg District Five

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 Five 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.

Educators must earn a minimum of **120 renewal credits** during the renewal period of their certificate in order to meet renewal requirements.

Any educator who **has not earned a Master's Degree** must earn at least **60** of the required renewal credits (three semester hours) in graduate-level coursework to renew his or her current certificate. Educators who hold a Career and Technology Education Work-Based Certificate exclusively are not required to fulfill the graduate-level coursework requirement.

Educators working in a public middle or high school setting must satisfy the Jason Flatt Act suicide awareness training requirements before their professional certificate can be renewed.

Educators holding professional certification expiring in 2020 and beyond are currently required to earn the appropriate R2S endorsement to be eligible for further certification renewals.

Professional development activities must:

1. Directly relate to the educator's professional growth and development plan.
2. Support the goals of the employing district.
3. Promote students' achievement, as required by the 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 (PADEPP).
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**.

Educators must:

1. Maintain all required verification, as described in the **Renewal Credit Matrix**.
2. Keep all documentation of completed activities in a file or notebook at the school (work) location.
3. Meet with the principal/designee to review proposed and completed activities
4. Submit verification of 120 credits with the **Renewal Credit Computation Sheet** to your principal/designee for approval and signature.

5. Send the **Renewal Credit Computation Sheet** with the original documents to verify your 120 renewal credits to the Director of Personnel by June 1 of the expiration year.

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

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