

ADVANCED PROFESSIONAL CERTIFICATE RENEWAL ALLOWABLE ACTIVITIES LIST

In addition to conventional university/college coursework and MSDE credit courses,
these activities may be used for the **renewal** of the **Advanced Professional Certificate** only

*The activities listed below may **not** be used to renew a Standard Professional Certificate or to qualify for an initial Advanced Professional Certificate.*

Return the professional development plan (PDP) for your current certification cycle and required documentation to: HR Department C/O Certification Renewal. Include appropriate documentation for undergraduate, graduate or MSDE approved coursework you have completed in your current renewal cycle. Questions may be directed to ppost@aacps.org or (410) 222-5077 (last names A-K), or cmoede@aacps.org or (410) 222-5079 (last names L-Z).

	Activity	Credits	Limitation	Documentation Required	Professional Growth Information	Effective Date
1	Developing an approved Board of Education sponsored professional development offering	Equivalent to credits earned by students	Limited to once per offering	Letter from sponsoring director	Offering title(s), hours per offering, date(s) developed	6/15/2004
2	Primary presenter who is teaching an approved Board of Education sponsored professional development offering	Equivalent to credits earned by students	Limited to once per offering	Verification on ERO <i>or</i> Letter from sponsoring director	Offering title(s), hours per offering, date(s) developed	6/15/2004
3	Completing an approved Board of Education sponsored professional development offering	15 hours = 1 credit	Limited to once per offering	Verification on ERO	ERO Transcript	6/15/2004
4	Teaching a college/university course relevant to public education	Equivalent to credits earned by students	Limited to three credits per renewal cycle	Verification from Institute of Higher Education	Institute name and contact information, course name(s), credits earned, date completed	N/A
5	Completing a college/university course at a foreign university	15-29 hours = 1 credit 30-44 hours = 2 credit 45+ hours = 3 credit	None	Pre-approval by office of certification depending on documentation. Verification from Institute of Higher Education	Institute name and contact information, course name(s), credits earned, date completed	N/A
6	Completing a non-college credit, specialized training course pursuant to teaching an approved AACPS curriculum program, course of study or for program development (such as AVID, IB, College Board trainings, Project Lead the Way, etc) Pre-approval or advanced notification to attend is required.	15-29 hours = 1 credit 30 – 44 hours = 2 credits 45+ hours = 3 credits	Limited to 3 credits per renewal cycle	Letter or certificate of completion from the training center and/or letter from AACPS sponsor with certificates of completion attached	School or Training center, school year, # of hours and staff name	07/01/2007
7	Presenting at a National or State conference related to content area or educational issue	1-3 hours presentation = 1 credit 4-6 hours presentation = 2 credits	Limited to once per presentation title	Presentation certificate (if available), conference program or letter of acceptance	Presentation certificate (if available), conference program or letter of acceptance	6/15/2004

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8	Serving on a Central Office committee for program or curriculum development	15-29 hours = 1 credit 30 – 44 hours = 2 credits 45+ hours = 3 credits	Limited to three credits per renewal period	Letter from sponsor	Committee title(s), hours served, dates served (separate school years)	N/A
9	Serving as a site coordinator or administrative liaison in a PDS	One year = 3 credits	Limited to three credits per renewal period	Certificate of Appreciation from the Office of College/ University Partnerships	School, school year	N/A
10	Serving on a School Improvement Team	One credit per school year (credit received at end of school year served)	Limited to three credits per renewal cycle	Letter from Principal	School, school year	6/15/2004
11	Serving as an AACC Course Fieldwork Liaison	1 credit per school year	Limited to 3 credits per renewal cycle	Letter from AACC confirming completion of professional development sessions and Liaison responsibilities.	School, school year, AACC checklist, from /to dates, liaison name	07/01/2006
12	Mentoring a Student Intern (Supervising a Student Teacher)	One semester = 3 credits	Limited to three credits per renewal period	Certificate of Appreciation from the Office of College/ University Partnerships	School, semester	N/A
13	Serving as a mentor teacher to a student intern in the observation semester (Phase I) immediately prior to student teaching (Phase II)	One semester = 1 credit	Limited to three credits per renewal period	Memo from the Office of College/University Partnerships	School, semester	6/15/2004
14	Mentoring an administrative intern enrolled in a formal Administration & Supervision certification program (only open to administrators eligible for Adm. II certification)	One semester = 1 credit One year = 3 credits	Limited to three credits per renewal period	Letter from the Institute of Higher Learning confirming the mentorship	Institute name and contact information, length of mentorship, name of mentor, school year, length of mentorship, intern name	07/01/07
15	Mentoring a guidance practicum or internship (only open to professionally certificated guidance counselors)	Practicum = 1 credit Internship = 3 credits	Limited to three credits per renewal period	Memo from Coordinator of Guidance	Dates, name of college, name of intern, number of hours	N/A
16	Mentoring a certificate holder seeking library media in the practicum or internship experience (only open to professionally certificated library media specialists)	Practicum = 1 credit Internship = 3 credits	Limited to three credits per renewal period	Memo from the Office of College/University Partnerships	School, semester	07/01/2006

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	Activity	Credits	Limitation	Documentation Required	Professional Growth Information	Effective Date
17	Completing an External Accreditation for Growth (AFG) Visit or Southern Region Education Board (SREB) Visit	Chairman of Committee = 3 credits Team Member = 2 credits	None	Certificate from MSA or letter from SREB attached to PDP	School, school year	N/A
18	Completing an Internal Accreditation for Growth (AFG)	Internal Coordinator = 3 credits Principal = 3 credits Member of Planning Team = 2 credits Chair of Action Plan/ Implementation Team = 1 credit	None	Letter from principal or supervisor	Role (credits column), Date of completion	N/A
19	Completing an AFG Mid-Point Review	Internal Coordinator = 1 credit Mid-Point Reviewer = 1 credit	None	<i>Internal Coordinator</i> – Letter from principal or coordinator attached to PDP. <i>Mid-Point Reviewer</i> – letter of report receipt attached to PDP	School, school year	N/A
20	Traveling on a Board approved AACPS Student Trip (awarded at end of school year served)	5-7 days = 1 credit 8-13 days = 2 credit 14+ days = 3 credit	Limited to once per trip per renewal period for a specific trip.	Letter from sponsoring instructional director	Trip name, Summary of Trip, number of days, locations(s)	N/A
21	Publishing an article/chapter related to content area or educational issue in a state or national professional publication or a textbook	Article in state publication = 1 credit Article/Chapter in a national publication or textbook = 2 credits Whole book = 3 credits	Limited to three credits per renewal cycle	Proof of authorship	Copy of publication (additional verification may be required)	6/15/2004