



ACTIVITIES FOR CREDITS TO RENEW THE ADVANCED PROFESSIONAL CERTIFICATE

In addition to conventional university/college coursework and MSDE credit courses, these activities may also 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.*

Send the required documentation as listed via basket mail to: **Human Resources- Certification.**

Include the appropriate documentation for activities you have completed in your current renewal cycle.

Questions may be directed to ppest@aacps.org (last names A-G), or jmatney@aacps.org (last names H-O) or ncarpenter@aacps.org (last names P-Z).

	Activity	Credits	Limitation	Documentation Required	Professional Growth Information	Effective Date
1	Developing an approved MSDE or APC credit AACPS sponsored course/workshop.	Equivalent to credits earned by participants. Must be 1, 2, or 3 credits.	Limited to once per offering	Letter from sponsoring director.	Offering title(s), hours per offering, date(s) developed	6/15/2004 <i>Updated</i> 7/1/2016
2	Primary presenter who is teaching an approved AACPS sponsored professional development offering	Equivalent to APC credits earned by participants (excludes MSDE courses verified separately on the appropriate MSDE credit form)	Limited to three credits per renewal cycle (once per offering)	Verification on MYAACPS-PD (ERO) or Letter from sponsoring director	Offering title(s), hours per offering, date(s) developed	6/15/2004 <i>Updated</i> 1/1/2014
3	Completing an approved APC designated credit AACPS sponsored professional development offering	15 contact hours = 1 credit	Limited to once per offering	Verification on MYAACPS-PD (ERO)	MYAACPS-PD (ERO) transcript (must include dates of activity)	6/15/2004 <i>Updated</i> 7/1/2016
4	Instructing a course relevant to public education at a regionally accredited college/university.	Equivalent to credits earned by participants	Limited to three credits per renewal cycle (once per offering)	Verification from Institute of Higher Education	Institute name and contact information, course name(s), credits earned, date completed	N/A
5	Serving as a school-based Equity Liaison	Equity Liaison = 3 credits per school year	Limited to three credits per renewal cycle	Verification form signed by school administrator	Equity Liaison	7/1/2011 <i>Updated</i> 7/1/2016



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6	Completing a non-college credit, specialized professional development course or workshop 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) Must be preapproved to attend by Principal, Program Coordinator, or Program Manager	15-29 contact hours = 1 credit 30-44 contact hours = 2 credits 45+ contact hours = 3 credits	Limited to 3 credits per renewal cycle	<ul style="list-style-type: none"> Must include preapproval letter signed by Principal, Program Coordinator or Program Manager 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	7/1/2007
7	Presenting at a National or State conference or at a Professional Development Event sponsored by a nationally recognized professional organization of a topic related to content area or educational issue	1 credit	Limited to one credit per topic, three credits per renewal period	Presentation certificate, conference program, or letter of recognition to include dates/times of activity and presenter's name	Presentation certificate, conference program, or letter of recognition	6/15/2004 <i>Revised for 7/2013</i>
8	Serving on a Central Office committee for program, curriculum, or assessment development	15 contact hours = 1 credit	Limited to three credits per renewal period	Verification on MYAACPS-PD (ERO) by representative of sponsoring department	MYAACPS-PD (ERO) transcript (must include dates of activity)	<i>Updated 7/1/2016</i>
9	Serving as a site coordinator or administrative liaison in a PDS	One year = 3 credits	Limited to three credits per renewal period	Verification on MYAACPS-PD (ERO) by Office of College / University Partnerships	MYAACPS-PD (ERO) transcript (must include dates of	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	Verification form signed by school administrator	School Improvement Team	6/15/2004



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11	AACC Fieldwork a. Serving as an AACC Course Fieldwork Liaison b. Serving as the Cooperating teacher to an AACC field experience student	a. 1 credit per school year b. 1 credit per semester	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	a. 7/1/2006 b. 7/1/2009
12	Mentoring a Student Intern (Supervising a Student Teacher)	One semester = 3 credits	Limited to three credits per renewal period	Verification on MYAACPS-PD (ERO) by Office of College / University Partnerships	MYAACPS-PD (ERO) transcript (must include dates of	N/A
13	Serving as a mentor teacher to a student intern for an extended field experience/Phase I prior to student teaching (Phase II)	One semester = 1 credit	Limited to three credits per renewal period	Verification on MYAACPS-PD (ERO) by Office of College / University Partnerships	MYAACPS-PD (ERO) transcript (must include dates of activity)	6/15/2004 <i>Revised 9/2011</i>
14	Mentoring an administrative intern enrolled in a formal A & S certification program (only open to administrators holding Admin. 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 (within AACPS only)	Institute name & contact information, length of mentorship, name of mentor, school year & name of intern	7/1/2007
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	Verification on MYAACPS-PD (ERO) by Office of College / University Partnerships	MYAACPS-PD (ERO) transcript (must include dates of activity)	7/1/2006



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17	Member of team completing a joint MSDE/NCATE Accreditation visit	Committee Chairperson = 3 credits Team Member = 2 credits	None	Letter of recognition from IHE Review Chair	School, school year	7/1/2011
18	Participating in the development/revision of a nationally recognized assessment / accreditation for licensure of educators (e.g., ETS, ACTFL, NBC)	15-29 hours = 1 credit 30 – 44 hours = 2 credits 45+ hours = 3 credits	Limited to three credits per renewal period	Letter or certificate from sponsor	Organization, test title(s), hours served, dates served (separate school years)	7/1/2011
19	Serving as an Advanced Placement Exam Reader sponsored by the College Board (ETS)	15-29 hours = 1 credit 30 – 44 hours = 2 credits 45+ hours = 3 credits	Limited to three credits per renewal period	Letter or certificate from sponsor	Organization, test title(s), hours served, dates served (separate school years)	7/1/2011
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 credits 14+ days = 3 credits	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	Authoring an article/chapter related to content area or educational issue published 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 Subject to review	Proof of authorship, copy of publication and letter of acceptance from editor	Copy of publication (additional verification may be required)	6/15/2004
22	Member of Administrator Professional Development Team (PDT)	One credit per school year (credit received at end of school year served)	Limited to three credits per renewal cycle	Verification on MYAACPS-PD (ERO)	MYAACPS-PD (ERO) transcript (must include dates of activity)	7/1/2009



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	Activity	Credits	Limitation	Documentation Required	Professional Growth Information	Effective Date
23	Assistant Principal: Successful completion of Professional Development Experience – all modules	PDT 1: 1 credit PDT 2: 1 credit	1 credit each/ 2 credits maximum	Verification on MYAACPS-PD (ERO)	MYAACPS-PD (ERO) transcript (must include dates of activity)	7/1/2009
24	AACC MAAPP/RTC Program: Serving as a Mentor Teacher/Supervisor to a MAAPP/RTC Educator	One year = 1 credit	Limited to three (3) credits per renewal cycle	Letter from the AACC MAAPP/RTC Coordinator confirming completion of Mentor responsibilities	<ul style="list-style-type: none"> School year AACC checklists (per experience) Completion of evaluations and surveys	7/1/2013
25	Serving as a school-based Collaborative Decision Making (CDM) Leader	CDM Leader = 3 credits per school year	Limited to three credits per renewal cycle	Completed CDM Leader Log, Verification form signed by school administrator and AACPS District CDM Facilitator	CDM Log CDM Verification Form	7/1/2016
26	Serving as a school-based Beginning Teacher Liaison (BTL)	BTL = 1 credit per school year	Limited to three credits per renewal cycle	Verification form signed by school administrator	BTL Activity Log & Verification Form	7/1/2016