



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 participants	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 participants	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 (must include dates of activity)	6/15/2004
4	Teaching a college/university course at a regionally accredited college/university relevant to public education	Equivalent to credits earned by participants	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	Serving on a school-based Equity Team	Equity Liaison = 3 credits per school year Team member = 1 credit per school year	Limited to three credits per renewal cycle	Verification form signed by school administrator	Equity Team Liaison or Equity Team Member	7/1/2011 NEW!
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) Written preapproval or advanced notification to attend is required from Principal, Program Coordinator or Program Manager	15-29 hours = 1 credit 30 – 44 hours = 2 credits 45+ hours = 3 credits	Limited to 3 credits per renewal cycle	<ul style="list-style-type: none"> Must include preapproval document 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



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	Activity	Credits	Limitation	Documentation Required	Professional Growth Information	Effective Date
7	Presenting at a National or State conference related to content area or educational issue	1 credit	Limited to one credit per topic	Presentation certificate, conference program or letter of recognition	Presentation certificate, conference program or letter of recognition	6/15/2004 <i>Revised 9/2011</i>
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	Verification form signed by sponsor	APC Renewal Activity Verification	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	Verification on ERO by Office of College / University Partnerships	ERO transcript (must include dates of activity)	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
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 ERO by Office of College / University Partnerships	ERO transcript (must include dates of activity)	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 ERO by Office of College / University Partnerships	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



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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 ERO by Office of College / University Partnerships	ERO transcript (must include dates of activity)	7/1/2006
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 <i>NEW!</i>
18	Participating in the development/revision of a nationally recognized test / 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 <i>NEW!</i>
19	Serving as an A.P. 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 <i>NEW!</i>
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



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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 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 Administrative 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 ERO	ERO transcript (must include dates of activity)	7/1/2009
23	Assistant Principal: Successful completion of Professional Development Experience – all modules	PDT I: 1 credit PDT 2: 1 credit	1 credit each/ 2 credits maximum	Verification on ERO	ERO transcript (must include dates of activity)	7/1/2009