

Brunswick School Department CERTIFICATION ACTIVITIES

The Professional Learning Communities Support System (PLCSS) (informally known as the Certification Committee) encourages activities that show either professional development or intellectual growth. The purpose is to influence, change, and or enhance your teaching. All recertification activities must be related to your Professional Renewal Plan (PRP) goals.

The following activities will be accepted as part of a Professional Renewal Plan WITHOUT *PRIOR APPROVAL*:

	ACTIVITIES	Max. Hours	DOCUMENTATION/5 YEAR CYCLE
1.	College credit courses specifically related to grade, or certificate of completion, your endorsement area(s) or to Education.	Max. 6 credit hours 15 contact hours (1 credit)	Transcript
2.	Workshops or Conferences in Education.	No limit	Certificate of Hours
3.	District-sponsored study groups, workshops, or conferences.	No Limit	Certificate of Hours
4.	Student Teaching Supervision.	Max. 30 hours	Summary or Time log
5.	School-related professional committee work.	Max. 30 hours	Summary or Time log
6.	Serving on School Visitation Accreditation Team or Administrator Hiring Committee.	Max. 30 hours	Certificate of Hours
7.	Observation of other teachers or programs in your endorsement areas (other than mentor or dep't head).	Max. 15hours	Summary and Time log
8.	Fulbright/Foreign Exchange	No limit	Presentation
9.	Performance in related subject area. (such as art exhibit, theater, music performance)	Max. 30 hours	Copy of product or program
10.	Professional Learning Communities* or Study Groups **	Max. 45 hours	Certificate from Group Leader
11.	Webinars about Education	Max. 15 hours	Certificate of completion with hours
12.	Book Groups • Cannot be used in conjunction with Reading Professional Literature • PLG's can be used	Max. 15 Hours	12. Certificate with Hours

* A PLC is an ongoing process in which educators work collaboratively in cycles of collective inquiry and action research to achieve better results for students.

** A **teacher study group** is a collaborative **group** organized by **teachers** to help them strengthen their professional development in areas of common interest. FMI visit <https://www.slideshare.net/jistudents/teacher-study-groups>

The following activities **MUST HAVE PRIOR APPROVAL** or may not be accepted as part of a Professional Renewal Plan.

The teacher/educational specialist should be aware that the committee may deny a request (or limit the number of hours) for (similar or repeated) activities that have not received prior approval.

The documentation should directly state the applicability to the teaching assignment or endorsement area and must describe new learning or applications.

	ACTIVITIES	MAX. Hours	DOCUMENTATION
1.	Individual curriculum work.	Max. 30 hours	Product
2.	Reading Professional Literature	Max. 30 hours	Summary (1 pg per book)
3.	Travel with planned classroom utilization.	Max. 30 hours per trip	Product
4.	Teaching other professionals. (ex. You will teach someone how to use google docs or do a DRA.)	Max. 30 hours	Time log
5.	Prep and presentation time for Staff Development Presentations. This includes presenting at conferences.	Max. 30 hours	Time log
6.	Research about educational programs	Max. 15 Hours	Time log
7.	Plan and Execute a community event for students and families.	Max. 15 Hours per event	Time log, program, product

- Teaching ESY, Math or Reading camp for which you are paid for do not qualify.
- Curriculum work you are paid per diem or stipend rate to do cannot be used.