



Certification and Professional Development Handbook

Revised August 7, 2018

Greenville County Schools

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ACKNOWLEDGMENTS

In the summer of 2012, the Greenville County School District established a Professional Development Handbook to assist certificate holders with planning, posting, and submitting professional development for certificate renewal credit. The District wishes to acknowledge all the portal administrators for their cooperative efforts in providing information and suggestions for the Professional Development Handbook.

GCSD MISSION STATEMENT AND VISION

Mission

We provide educational experiences, in cooperation with the home and community, which prepare students for lifelong learning and for ethical, productive participation in a democratic society and the global community.

Our Vision

To become an exemplary school district in which every child achieves to his or her maximum ability through a rigorous, engaging curriculum and systems of support that cultivate the potential and promote the wellbeing of every individual child.

GCSD STRATEGIC PLAN

Goal Area 1

Raise the academic challenge and performance of each student.

Goal Area 2

Ensure quality personnel in all positions.

Goal Area 3

Provide a school environment supportive of learning.

Goal Area 4

Effectively manage and further develop necessary financial resources.

Goal Area 5

Improve public understanding and support of public schools.

PROFESSIONAL DEVELOPMENT

Professional Development should never be repeated for certificate renewal credit. If you have participated in training for renewal credit you cannot take that same training ever again for renewal credit. The only exception to this rule is technology training through our Instructional Technology department that involves a significant change in information.

District Professional Development Requirements

- Principals and teachers set yearly professional development goals with their supervisors.
- All teachers must participate in a minimum of 24 hours of professional development during each school year.
- Professional development may include workshops, conferences, in-services, and coursework.
- At least 12 of these 24 hours will be offered by the school/principal. This is a minimum requirement and does not limit the authority of the principal to require additional training to meet individual and school needs.

RESPONSIBILITY – Annually, as required by the South Carolina State Department of Education (SC SDE), each teacher (full-year temporary, probationary, and contract) is responsible for writing and completing a Professional Development Plan in which goals are set to support professional improvement. The Professional Development Plan, see page 4, is to be developed by the educator in collaboration with the administration.

Technology Proficiency

Technology Proficiency is not tied to certificate renewal. Contact:
techprof@greenville.k12.sc.us

*State proviso requires that all teachers meet/renew technology proficiency every five years. Greenville County uses Intel Teach to the Future 1, Intel Teach to the Future 2, and A.L.I.V.E to meet initial technology proficiency. **Once a teacher acquires initial proficiency, he or she must accrue 30 hours of technology points over the next five years in order to renew technology proficiency.** These 30 hours can be ANY type of technology workshop or technology integrated workshop offered at the school or district (PowerTeacher, Software Training, Promethean Training, etc). This also includes conferences and graduate level technology classes.*

For additional information related to Technology Proficiency you may visit:
[Technical Proficiency Webpage](#)

PROFESSIONAL DEVELOPMENT PLAN

Professional Development Plan, PAS goals

Professional Development plans and PAS goals are written individual plans designed with the primary purpose to increase student learning by improving professional skills of the teacher. Each plan shall be designed to assist the teacher in at least one of the following:

- 1) Achieve District, state, and national standards;
- 2) Achieve school improvement goals;
- 3) Keeping current with the development and use of best practices;
- 4) Develop ways to enhance learning for a diverse student body; and
- 5) Pursue professional excellence based upon self-assessment and recommendations for improvement contained in the previous evaluation.

The plan is to be comprehensive and sufficient to master new strategies and content.

* Greenville County Schools teachers and administrators can use the Performance Assessment System (PAS) Goal(s) setting form as their Professional Growth and Development Plan for renewal credit purposes.

OBTAINING RENEWAL CREDITS

Certificate holders are responsible for ensuring that all renewal options and activities meet the following guidelines.

Professional Development should never be repeated for certificate renewal credit. If you have participated in training for renewal credit you cannot take that same training ever again for renewal credit. The only exception to this rule is technology training through our Instructional Technology department that involves a significant change in information.

Professional Development Guidelines

An individual who is employed in a position that requires South Carolina educator certification and is employed in a South Carolina public school district must earn renewal credits through professional development activities that:

- directly relate to the educator's professional growth and development plan;
- support the goals of the employing public school district; and
- promote student achievement, as required by 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 (ADEPP)

District professional development points must:

- be earned within a district point plan for certificate renewal that was approved by the SBE and
- be reciprocal from one SBE- approved district point plan to another

* Educators who hold a South Carolina **Initial** (3 year) Certificate or Alternative Certificate (CATE, PACE, ADJUNCT) are not eligible to begin accruing renewal credit points toward certificate renewal until they have received a South Carolina **Professional** (5 Year) Certificate.

SUBMITTING RENEWAL CREDITS

Contact: Kelly Wingert

Credit Matrix and Jason Flatt Act Information

[South Carolina Department of Education - Certificate Renewal](#)

Out of District In-service (current contract employees only)

All Out of District In-Service requests must be submitted **within 180 days** of completion.

To submit an Out of District In-Service click the **?** beside your name on the GCSD Professional Development Portal website for a tutorial and professional development manual.

*Verification of completion should include the following information:

- the title of the activity
- the name and signature of the sponsor/renewal credit provider, including applicable contact information
- the date(s) and time(s) of the activity
- the location of the activity
- the objectives of the activity
- the intended audience or participants
- the number of actual contact hours (excluding all meals and breaks) accrued by the participant
- the name of the participant

College Credit/Transcripts

An official transcript should be sent from the College/University to GCSD/HR, Attention Jen Knox, 301 E. Camperdown Way, Greenville, SC 29601. You will be notified via email when the transcript arrives. College credit is not placed on the GCSD Portal; your credit will be entered directly onto the SC SDE certificate website. See Contacts, page 17, for assistance.

EXCHANGE DAY CREDIT PORTAL ENTRIES

Contact: Your school administrator

Exchange Day Credit Guidelines

- The activity must meet the same requirements as Professional Development renewal credits. (See pages 3-5)
- The activity must meet either the participants' PAS Goal(s) or the school goals for the current school year.
- The activity must take place "off contract time" (weekends, after school, holidays, or breaks).
- Teachers may earn one or two days off for professional development received during "off contract" time. Credit may be earned beginning the day after school is out in one year until the day school is out in the next year.
- Exchange day credit may not be carried over from one school year to the next.
- Events and meetings; such as weekly faculty meetings, Open House events, school fundraiser events, PTA meetings, parent conferences, and other non-training related activities are not eligible for exchange day credit.
- If exchange day credit is chosen, the employee cannot use the hours to gain in-service credit for certificate renewal or college course credit (remember, all certificate renewal points must be related to the educator's Professional Growth and Development Plan).
- Educators may not receive any form of payment for hours that are used for exchange day credit.
- Seven hours of training may be exchanged for one day off. Maximum of 14 hours, two exchange days, may be used in one year.

SC SDE CREDIT REQUIREMENTS

Contact: Jen Knox

Scan SDE credit form to certificate@greenville.k12.sc.us

INITIAL and Alternative CERTIFICATES

Contact: Stacy Forrester

Initial and Alternative certificates cannot be renewed. In order to advance an Initial or Alternative Certificate to Professional, an employee must pass the required PRAXIS exams and successfully complete ADEPT (Alternative certificate holders also have additional requirements set by the SC SDE). An Initial Certificate will automatically advance to Professional upon expiration once the above requirements have been met.

If your Initial Certificate is about to expire and you have not yet met the above requirements to advance your certificate to Professional, your administrator will need to submit a request for an extension of your Initial Certificate to Human Resources.

The district will not be notified by the SC SDE when your certificate advances to Professional. To print your certificate go to the South Carolina Department of Education Website, under Educators click Certification then click View Certification Status, log in and then click the word Academic next to the icon of a printer and submit a copy to Human Resources at certificate@greenville.k12.sc.us, indicating the change that has been made to your certificate. See contacts on page 17 for assistance.

Points and credits earned during your Initial or Alternative Certificate validity period will not carry over to your Professional Certificate renewal. All renewal points must be earned within the five year validity period of your Professional Certificate (the start date will almost always be July 1 with an end date of June 30).

Employees are encouraged to complete Technology Proficiency requirements after their certificate has advanced to Professional. For additional information related to Technology Proficiency see page 3.

Once you have a Professional Certificate, please see the renewal requirements on the following pages.

CERTIFICATE CHANGES

Contacts: Stacy Forrester, Certification and Renewal
Jen Knox, Pay Changes and Transcripts

Substitutes, other Non-Contract Employees, Retirees, and all other Previous Employees please see page 16

Educators employed with Greenville County Schools are responsible for submitting and/or reporting *all changes* of their certifications/licenses, including degree status, years of experience, name, address, and any other changes, to the Certification Specialist in a timely manner.

Professional Certificate Renewal

1. All renewal applicants must submit a District Request Change Action form, page 11, requesting renewal after all of the necessary requirements for renewal have been met. *Please submit your request as soon as you have met the renewal requirements; you will not lose time on your certificate by applying for renewal early.*
2. If in-service points are being used toward recertification, please attach a print-out from the portal of your **current earned in-service points**.
3. Note: Any educator who does not have a Master's degree on their teaching certificate must earn at least sixty renewal credits (3 semester hours) in graduate-level coursework to renew his/her current certificate. If you are using college credit for your renewal, an **official transcript** from the college/university should be on file at the district office (have the university send transcript to: GCSD/HR, Attention: Jen Knox, 301 E. Camperdown Way, Greenville, SC 29601) prior to submitting your renewal request. You will be notified when your transcript arrives. The SC SDE will no longer provide the district with a copy of your transcript for renewal purposes. Most colleges/universities have the ability to send official transcripts electronically. Electronic official transcripts should be sent directly from the college/university to certificate@greenville.k12.sc.us . Check with your college records office to verify their ability to send official transcripts electronically.
4. **Extension:** If you feel you will not meet renewal requirements by your certificate expiration date, you will need to submit a Request Change Action form (found at the [SC Department of Education Website](#)) to the SC SDE requesting a certificate extension. You must send a copy of your certificate reflecting the extension with page 11 to Human Resources. *It is up to the SC SDE to determine whether or not you are eligible to receive an extension to your certificate.* At the end of the one-year period, the educator must submit sufficient credits with page 11 to HR for his/her renewal. When renewed, the certificate will be valid for 4 years.

Certificate Area/Endorsement Change

After the South Carolina State Department of Education has modified your certificate to reflect an area or endorsement change submit a copy of your changed certificate, along with District Request Change Action form, pg. 11, to Jen Knox in Human Resources for the district system to be updated. See Contacts, page 17, for assistance.

Certificate Related Pay Change

After the South Carolina State Department of Education has modified your certificate to reflect a degree upgrade or additional years of experience, please submit a copy of your changed certificate, along with the District Request Change Action form, pg. 11, to Human Resources, attention Jen Knox, for your pay change to be processed. See Contacts, page 17, for assistance.

Your pay change can only be made based on your certificate. Transcripts and any documentation, other than your certificate, cannot be used by the district for certificate related pay changes.

The effective date placed on your certificate by the SC SDE will be the date entered for the start of your pay change. All July 1 effective dates will be entered in the district system for the pay change to begin on the first day of pay the following school year, as this is the first day worked with your certificate change.

To View/Print Your Certificate

To print your certificate, go to the [South Carolina Department of Education Website](#), click Educators, Certification, click View Certification Status under Certification Status heading. Log-in and then click the word Academic next to the icon of a printer. **Your educator ID is not your certificate number.**



REQUEST FOR CHANGE/ACTION

Scan (certificate@greenville.k12.sc.us) fax (355-9784) or courier to: GCSD Certification Office, HR

(Not intended for substitutes, other non-contract employees, or retirees)

All lines must be completed:

_____	_____
Name	School
_____@greenville.k12.sc.us	_____
School Email Address	Employee Number
_____	_____
Certificate Number (not Educator ID, see page 10)	Telephone Number

☐ **Renew my Professional Certificate. All required documentation has been submitted.**

(Check all that apply)

- ☐ Points (all educators must include PD print-out)
- ☐ Graduate Credit (*official* transcript required)
- ☐ SDE Credit (Intel and ALIVE are examples of SDE courses)

☐ **Update the GCSD system. Certificate reflecting the change must be attached.**

(Check all that apply)

- ☐ Class/Degree level change
- ☐ Years of experience change (not needed for years of exp. change annually)
- ☐ Circle change: Area(s) added, Endorsement(s) added, National Board, Extension, Advanced to Professional

By signing I attest that all training submitted for my certificate renewal is new and not repeated learning. All activities directly relate to my PAS Goal(s), my area of certification, the goals of GCS, and promote student achievement.

Signature: _____ **Date:** _____

(Signed, or digitally signed, and dated by requesting GCSD employee)

Please do not write below this line – For Central Office Use Only

Renewal Staff Signature: _____ *Date:* _____

Contact: Kelly Wingert

Professional Development Portal Entries

1. One hour of training may be awarded one renewal point.
2. Objectives should be clear and establish learning of new concepts/material. Participants should not receive credit more than once for the same training.
3. A full schedule must be provided to the district's Certification Specialist for approval when training is entered on the Portal for more than 10 hours, even if the training expands multiple sessions.
4. Breaks incorporated into the training need to be subtracted from points awarded.
5. All objectives written in the course description must meet renewal credit criteria.
6. Examples of keywords/phrases:
 - Participants will learn...
 - Participants will collaborate...
 - Participants will be trained...
7. Samples of approved in-service PD Portal entries:
 - *Teachers in grades 3-5 will be trained to teach using the Fountas & Pinnell Balanced Literacy Program. Teachers will learn how to: Guide readers and writers and support the teaching of reading. Promote student independence as readers through classroom organization. Teach strategically whenever students read. Understand the purpose for and plan effective Interactive Read Alouds. Refine Reading Workshop to include: Mini-lesson, Independent Reading, and Share. Teachers will have 30 minutes for lunch and 2 fifteen minute breaks.*
 - *Teachers will learn the Balanced Literacy model. Topics included will be: The Classroom Environment, A Language and Literacy Framework, Interactive read Aloud, Shared Reading, Independent Reading, Work Stations and the Reading Process.*
 - *This course is designed to prepare the teacher to organize and deliver appropriate curriculum for gifted and talented students. Teachers explore curriculum models, instructional strategies and assessment to meet the needs and abilities of gifted and talented students.*

COMMON QUESTIONS

1. What determines the requirements for awarding renewal credit?
 - Guidelines set by the SC SDE that must be followed.
 - Professional Development for certificate renewal credit should be an activity that goes above and beyond job requirements.
2. How will I know if my in-service meets renewal credit criteria?

Consider the following questions:

- Does this activity exceed the participant's job responsibilities?
 - Does this activity relate to the participant's area of certification?
 - Does this activity relate to the participant's Professional Growth and Development Plan or PAS Goal(s)?
 - Can the participant re-teach or use the information learned in his/her instructional setting in a way that impacts student achievement?
 - Is this a new training topic?
3. What should I do if my course has been disapproved?
 - Review the reason for disapproval.
 - Revise the course entry based on the reason.
 - See Contacts, page 17, if you have questions.
 - You may submit an appeal form, see pgs. 15 and 16.
 4. How do I get a new employee added to my Portal Registry list?
 - Employees may only be assigned to one Portal Administrator, even if they work at more than one location.
 - Ask the employee to log onto the Professional Development Portal. This should trigger the system to add a new employee to your list.
 - If the employee has already logged onto the Professional Development Portal and still does not appear on your list, contact your school's TAC to put in a HEAT ticket through ETS.

Please visit the [District Certification Website](#) for additional information related to professional development certificate renewal credit. On this web page you will find some examples of in-services that are not eligible for certificate renewal credit.

PROFESSIONAL DEVELOPMENT ACTIVITY APPEALS

APPEAL PROCESS (intended for Professional Development Activities that were previously submitted and not approved for renewal credit)

- Complete the Appeal form (pg. 15) in full
- Fax to 355-9784
- Minimum time for review is 10 work days

GCSD Professional Development Appeal Form

Fax to 355-9784

Please Print

Name_____Date_____School_____

Title and Type of Professional Development Activity:

--

Reason for Denial:

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*please paste or attach denial letter or message.

Does this activity exceed the participant's job responsibilities?	Yes	No
Does this activity relate to the participant's area of certification?	Yes	No
Does this activity relate to the participant's Professional Growth and Development Plan?	Yes *Please include a copy of the PG&D Plan.	No
Can the participant re-teach or use the information learned in his/her instructional setting in a way that impacts student achievement?	Yes *Please attach an explanation.	No

Reason for Appeal:

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SUBSTITUTES/ NON-CONTRACT CERTIFIED EMPLOYEES/RETIREES/ALL OTHER PREVIOUS EMPLOYEES

Contact: Jen Knox

Professional Certificate Renewal Process

Certificate renewals for educators not employed/not under contract in a South Carolina school district or entity are handled directly through the State Department of Education. Please refer to the [South Carolina Department of Education Website](#) .

If you have points through the GCSD Portal that need to be sent to the SC SDE, please email your request with your **employee number** to certificate@greenville.k12.sc.us . A completed **Professional Growth and Development Plan** must be on file in Human Resources in order for your points to be submitted to the SC SDE. See Contacts, page 17, for assistance.

Once your certificate has been renewed, it is your responsibility to submit a copy of your renewed certificate to Human Resources, fax 355- 9784, or scan to certificate@greenville.k12.sc.us, in order to maintain certified pay. Please write **“substitute” and your employee number** on your certificate for processing. To print your certificate, go to the [South Carolina Department of Education Website](#), click Educators, Certification, View Certification Status, log-in and then click the word Academic next to the icon of a printer.

CONTACTS

Certificate Issues, Alternative Certification and Renewal

Stacy Forrester
Professional Employment Certification Specialist
Human Resources
Phone: 355-3174
certificate@greenville.k12.sc.us
Fax: 355-9784

System updates, Pay Changes, Points to the SC SDE, Transcripts

Jen Knox
Professional Employment Data Clerk
Human Resources
Phone: 355-3989
certificate@greenville.k12.sc.us
Fax: 355-9784

Professional Development Approvals, Jason Flatt, and New Hire Certificates

Kelly Wingert
Professional Employment Specialist
Human Resources
Phone: 355-7549
kwingert@greenville.k12.sc.us
Fax: 355-9784

International Certificates, Project Create

Deitre Helvy
Professional Employment Recruiter
Human Resources
Phone: 355-3005
dhelvy@greenville.k12.sc.us
Fax: 355-9579

Experience Verification

Payroll Department
Verifications@greenville.k12.sc.us
Fax: 355-0920

Loan Forgiveness

Human Resources
HRProcessingCenter@greenville.k12.sc.us
Fax: 355-3975

Technology Proficiency

Michelle King
Technology Facilitator
Instructional Technology Department
Phone: 355-3050
techprof@greenville.k12.sc.us
Fax: 355-9821

Read to Succeed

Academics
R2S@greenville.k12.sc.us

Renewing your certificate on false pretenses puts your certificate at risk of being revoked by the SC SDE upon audit of our records.

[Professional Development Website](#)