

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Verification of Equivalent Activities for Advanced Professional Certificate (APC) Renewal Purposes

Office of Human Resources and Development/Certification Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

### INSTRUCTIONS

Listed below are the options for equivalent activities for APC renewal purposes and their equivalent credit value. Complete this form and return it to the Certification Unit with appropriate documentation attached. **Specific information regarding necessary documentation is on the reverse side of this form. The Certification Unit will post no more than 6 equivalent renewal credits on your post-baccalaureate record per renewal period, if needed. Equivalent credit is for APC renewal purposes only and cannot be used toward advanced salary placement. \*15 clock hours = 1 equivalent credit.**

### EMPLOYEE INFORMATION

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Advanced Professional Certificate Validity Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Location \_\_\_\_\_ Work Phone \_\_\_\_-\_\_\_\_-\_\_\_\_

Option No. (from below) \_\_\_\_\_ Date of activity (beginning date) \_\_\_\_/\_\_\_\_/\_\_\_\_ (ending date) \_\_\_\_/\_\_\_\_/\_\_\_\_

### OPTIONS FOR EQUIVALENT ACTIVITIES

<b>OPTION 1:</b>	Attendee at a state/national conference— 1 equivalent credit	<b>OPTION 7:</b>	Consultant activities—clock hours involved*
	Presenter or committee chairperson and attendee at a state/national conference— 2 equivalent credits		<b>OPTION 8:</b>
<b>OPTION 2:</b>	Teaching a university/college or CPD course—equivalent credits equal number of credits given to students	<b>OPTION 9:</b>	Presenter in a planned lecture series— clock hours involved*
<b>OPTION 3:</b>	Supervising a university student teacher/specialist/administrator during the internship experience—3 equivalent credits	<b>OPTION 10:</b>	Yearlong, countywide committee membership—1 equivalent credit
<b>OPTION 4:</b>	Writing/research:	<b>OPTION 11:</b>	MCPS Educational workshops or training programs—clock hours involved*
	Original unit of study/research to span a 4–6 week period (not part of a formal course)—up to 3 equivalent credits	<b>OPTION 12:</b>	Mentoring new teachers/specialists/administrators—3 equivalent credits
	Published article—up to 2 equivalent credits	<b>OPTION 13:</b>	For school counselors, school psychologists, social workers, speech pathologists, and audiologists <b>only</b> . Continuing Education Units (CEU) offered through a Maryland State Department of Education (MSDE) preapproved organization, such as the American Speech and Hearing Association (ASHA), the National Board of Certified Counselors (NBCC), the National Association of School Psychologists (NASP), National Association of Social Workers (NASW)—clock hours involved*
Published book—6 equivalent credits			
<b>OPTION 5:</b>	Travel programs relevant to one's assignment—1 equivalent credit per week of travel		
<b>OPTION 6:</b>	<b>Systemwide</b> curriculum development—clock hours involved*		

### FOR CERTIFICATION USE ONLY:

Approved  Disapproved  Not needed for renewal. *Please keep this in your personal records.*

Reason:

You now have \_\_\_\_ of the 6 credits needed for renewal by \_\_\_\_/\_\_\_\_/\_\_\_\_

Including \_\_\_\_\_

You still need \_\_\_\_\_ by \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature, Certification Coordinator/Specialist/Designee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Option No. \_\_\_\_\_

Number of  
Equivalent Credits \_\_\_\_\_

(clock hours) \_\_\_\_\_

Session \_\_\_\_\_

DISTRIBUTION: After attaching appropriate documentation send original to the Certification Unit;  
COPY 1/Returned to employee for confirmation.

**REQUIRED DOCUMENTATION FOR EQUIVALENT ACTIVITIES**

**All documentation/verification must be in writing, with verifier's signature, and must include date(s) of attendance or participation** (examples include Certificates of Attendance, Certificates of Completion, letters, or memoranda). The equivalent activities must occur during the validity dates of the current APC. Any additional items must have the approval of the certification coordinator.

**Equivalent credit is for APC renewal purposes only and cannot be used toward advanced salary placement.**

**\*15 clock hours = 1 equivalent credit.**

**OPTION 1: Attendee at a state/national conference**  
requires written verification by conference sponsor or your supervisor of your attendance. If presenter or committee chairperson, verification must include service in this capacity.

**OPTION 2: Teaching a college/university or in-service course**  
requires written verification by the department head along with the credit hours offered to the students; or, in the case of CPD courses, written verification by an administrator from the sponsoring office.

**OPTION 3: Supervising a student teacher/specialist/administrator during the internship experience**  
requires verification by the college/university attended by the student or verification by the principal/supervisor at the work location where you supervised the student. The verification should indicate that the supervisory experience was successfully completed. Certificates of Appreciation or similar documents from the college/university are also acceptable Verification. Proof of intern supervision payment also is acceptable verification.

**OPTION 4: Writing/research\*\***  
requires a copy of the unit, article or book which will be returned upon request and description of how the material will be used along with the principal/supervisor's written verification that the material was successfully demonstrated in the educator's assignment.

**OPTION 5: Travel programs relevant to one's assignment\*\***  
require an outline of how the travel experience was used in your assignment, dates of travel, destination, and purpose of travel, along with the principal/supervisor's written verification that the experience was successfully applied to the educator's assignment as outlined.

**OPTION 6: Systemwide curriculum development**  
requires verification from the curriculum coordinator, including the number of clock hours involved in the development.

**OPTION 7: Consultant activities**  
require the sponsor's verification, including the activity's relevance to the education system and the number of clock hours involved. The verification letter also should include some of the performance tasks, such as lectured, showed films, analyzed data, developed a contract, established criteria, wrote a synopsis, etc.

**OPTION 8: Design and Implementation of an innovative school project/grant\*\***  
requires verification from the principal or project/grant supervisor of its successful design and implementation with a brief general outline of your participation in the design and implementation of the project. Explain the nature of the project, the objectives, procedures and instrumentation, evaluation criteria, and number of clock hours involved.

**OPTION 9: Presenter in a planned lecture series**  
requires the sponsor's verification, including the lecture series' relevance to the education system and the number of clock hours involved.

**OPTION 10: Year long, countywide committee membership**  
requires verification from the committee chairperson.

**OPTION 11: MCPS Education workshops or training programs**  
require verification from the program coordinator or supervisor, including the number of clock hours involved. The PDO transcript also is acceptable with only the hours completed during your APC.

**OPTION 12: Mentoring new teachers/specialists/administrators**  
requires verification from the principal/supervisor in memo or letter form that the "Mentor Expectations" were followed. Proof of mentor payment also is acceptable verification.

**OPTION 13: CEU documentation**  
requires an original or photocopy of the certificate of completion form from the preapproved MSDE provider, including your name and number of clock hours involved. All certificates of completion must be submitted in date order and should not include duplicates.

\*\*This is a sample supervisor verification statement for options 4, 5, and 8 ONLY, that must be added at the end of the written summary or outline of the activity. See detailed instructions above for Options 4, 5, and 8.

SAMPLE

"I verify that the experience detailed above was successfully implemented and applicable to this educator's assignment." Then the principal's/supervisor's printed name, signature, and date must be included.