

**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 Department of Certification and Continuing Education, 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.**

Name \_\_\_\_\_ SSN or Employee ID # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 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 or intern—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—3 equivalent credits
	Published article—up to 2 equivalent credits	<b>OPTION 13:</b>	For guidance 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*		

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

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

**FOR CERTIFICATION USE ONLY:**

Approved     Disapproved  
 Reason:

On file and already credited toward your \_\_\_\_\_ renewal  
 Not needed for renewal. Please keep this in your personal records.

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

Option No.	_____
Number of Equivalent Credits	_____
(clock hours if applicable)	_____
Session	_____

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

\_\_\_\_\_  
 Date

## 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.

**OPTION 1: Attendee at a state/national conference**

requires written verification by conference sponsor 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 the instructional specialist in the Office of Human Resources and Development.

**OPTION 3: Supervising a student teacher or intern**

requires verification by the college/university attended by the student or verification by the principal at the work location where you supervised the student. The verification should indicate that the supervisory experience was successfully completed.

**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.

**OPTION 5: Travel programs relevant to one's assignment**

require an outline of how the travel experience was used in your assignment, along with the principal/supervisor's written verification.

**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.

**OPTION 12: Mentoring new teachers**

Requires verification from the principal including verification that the "Mentor Expectations" as defined by the Office of Human Resources and Development were followed.

**OPTION 13: CEU documentation**

requires an original certificate of completion from the preapproved MSDE provider, including the number of clock hours involved.

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\*Any additional items must have the approval of the certification coordinator.