

**INSTRUCTIONS:** Prior to the expiration of your current certificate, please (a) develop a five-year certificate renewal plan (see sample below); (b) distribute form as specified below; (c) review your plan yearly and maintain any revisions at your work location. (You can complete the coursework or equivalent activity indicated in your plan within the five-year period.)

**REQUIREMENTS:** Completion of six semester hours of credit or the equivalent in professional development experiences. (See reverse side for acceptable professional development experiences.) **CERTIFICATE RENEWAL PLANS MUST INCLUDE ALL MCPS EMPLOYMENT CONTINGENCIES, AND MSDE READING REQUIREMENTS, IF APPLICABLE.**

**CERTIFICATE RENEWAL PLAN**  
 (options on reverse side)

**PROPOSED PLAN (Year 1):** Indicate the type(s) of professional development experiences you plan to complete during the five-year certificate renewal plan.

**REVISIONS TO PROPOSED PLAN** (if necessary)

Year 2:

Year 3:

Year 4:

Year 5:

<i>SAMPLE</i>	<b>CERTIFICATE RENEWAL PLAN</b> (options on reverse side)	<i>SAMPLE</i>
<p><b>PROPOSED PLAN (Year 1):</b> Indicate the type(s) of professional development experiences you plan to complete during the five-year professional development plan.</p> <p style="padding-left: 40px;"><i>3 semester hours in computer science technology</i></p> <p style="padding-left: 40px;"><i>1 credit—committee participation</i></p> <p style="padding-left: 40px;"><i>2 credits—published article</i></p>		
<p><b>REVISIONS TO PROPOSED PLAN</b> (if necessary)</p>		
<b>Year 2:</b>	<i>No change</i>	
<b>Year 3:</b>	<i>No change</i>	
<b>Year 4:</b>	<i>Resigned from committee, substitute with 1 credit of travel related to assignment</i>	
<b>Year 5:</b>		

\_\_\_\_\_  
*Certificate Holder's Name (Please Print)*

\_\_\_\_\_  
*Employee ID # or SSN*

\_\_\_\_\_  
*Certificate Holder's Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

**NOTE:** Documentation of participation in professional development experiences must be submitted to the Department of Certification and Continuing Education, Certification Unit after coursework or equivalent activity is completed.

## PROFESSIONAL DEVELOPMENT EXPERIENCES

### COURSE WORK

#### OPTION 1

Course work completed through a regionally accredited college or university for graduate or undergraduate credit assigned by institution (only graduate credit is applicable toward advanced salary placement)

#### OPTION 2

Course work completed through MSDE-approved continuing professional development (CPD) credits (CPD credit is applicable toward advanced salary placement)

### EQUIVALENT ACTIVITIES

(Use MCPS Form 440-34: *Verification of Equivalent Activities for APC Renewal Purposes*)

#### OPTION 1

Attendee at a state/national conference: 1 equivalent credit, OR  
Presenter/committee chairperson and attendee at a state/national conference: 2 equivalent credits

#### OPTION 2

Teaching a university/college or CPD course: number of credits given to students

#### OPTION 3

Supervising a university student teacher or intern: 3 equivalent credits

#### OPTION 4

##### Writing/research:

Original unit of study/research to span a 4-6 week period (not part of a formal course): up to 3 equivalent credits

Published article: up to 2 equivalent credits

Published book: 6 equivalent credits

#### OPTION 5

Travel programs relevant to one's assignment: 1 equivalent credit per week of travel

#### OPTION 6

Systemwide curriculum development\*

#### OPTION 7

Consultant activities\*

#### OPTION 8

Design and implementation of an innovative school project/grant (not part of a formal course)\*

#### OPTION 9

Presenter in a planned lecture series\*

#### OPTION 10

Year-long, countywide committee membership: 1 equivalent credit

#### OPTION 11

MCPS Educational workshops or training programs\*

#### OPTION 12

Mentoring new teachers: 3 equivalent credits

#### OPTION 13

For guidance counselors, school psychologists, speech pathologists, and audiologists only. Continuing education units (CEU) through an approved MSDE Professional organization/institution: 1.5 CEU = 1 equivalent credit.

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

\*15 clock hours = 1 equivalent credit