

Talbot County Public Schools
Advanced Professional Certificate Renewal Credits
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Below is a list of approved TCPS professional growth activities that may be used to renew the APC along with the corresponding credits awarded.

ACTIVITY	CREDIT 15 hours = 1 Renewal Credit
1. Attending a professional conference/seminar that supports current assignment. -Presenting at professional conference/seminar. -Planning and implementation of a training session based upon conference/seminar for a targeted group as directed by principal and/or specialist.	1 - Attending 2 - Presenting 3 - Conducting Workshop
2. Developing and/or revising curriculum. Renewal credits determined by content specialist.	1-3
3. Designing and implementing an innovative school project. Renewal credits determined and documented by principal and approved by Assistant Superintendent for Instruction.	1-3
4. Teaching a college course or MSDE approved inservice course. Renewal credits determined by semester hour credits earned by student(s).	1-3
5. Serving in a leadership role in a national, state, or local professional education organization that directly impacts instructional improvement for students.	1
6. Participation on a Middle States Review/Evaluation Team.	2 - Member 3 - Chairperson
7. Serve on a MSDE/TCPS Committee/Task Force Serve in a leadership role on a MSDE/TCPS Committee/Task Force	1-2 3 - Chairperson
8. Successfully completing a non-credit training course with pre-approval of principal/specialist, e.g. Advanced Placement.	1-3
9. Plan, implement and present a Parent/Community Workshop that supports TCPS Master Plan Goal 4.	1
10. Publish an article in a national, state, or regional professional publication related to a certificate holder's professional field.	1
11. Serving on School Improvement Teams. Renewal credits determined by immediate supervisor.	1 - 3
12. Supervising a student teacher.	1 6 – 8 weeks 2 1 semester 3 2 semesters
13. Application/designation as TCPS Teacher of the Year.	1 or 3
14. Activities pre-approved by Superintendent and noted on PDP.	1-3

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The requirements to renew an Advanced Professional Certificate (APC) include the completion of 6 semester hours of acceptable credit.

Credits can be earned through:

- approved college coursework,
- MSDE Continuing Professional Development credit(s) (CPD), and/or
- Advanced Professional Certificate Renewal Credits.

If all specific MSDE requirements, such as the reading credits, have been satisfied, then a teacher may use local school system professional growth activities to renew the APC. A list of professional growth activities is developed and maintained by the Superintendent.

The following guidelines apply when using the TCPS APC renewal credits:

- 1) If applicable, all reading requirements must first be met.
- 2) Activities should support your current professional assignment.
- 3) No activity may be used for more than 3 renewal credits during any 5 year APC renewal period.
- 4) Renewal credits are submitted on Part I of the Professional Development Plan (PDP-I) to fulfill state recertification requirements.
- 5) All renewal credits for teachers, counselors, and other school-based certificated staff must be approved in advance by the principal.

Credits for Central Office certificated staff must be approved in advance by the Assistant Superintendent for Instruction.

Credits for principals must be approved in advance by the Superintendent.

- 6) Back-up documentation such as course syllabus or workshop outline, if applicable should be included for approval.
- 7) Renewal credits must be earned during the validity period of the 5-year APC for which they are to apply for renewal.
- 8) A teacher or certificated staff must be employed by TCPS at the time the renewal credits are approved, completed, and submitted to Personnel.
- 9) A teacher or certificated staff must be employed by TCPS at the time of certificate renewal or MSDE will not accept the renewal credits.
- 10) Renewal credits are not recognized for advancement on the salary scale. They are for recertification **only**.