

2009 - 2014



**Professional Growth Plan
for Certified Positions**

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I. PLAN OVERVIEW

A. Introduction

The Wisconsin Administrative Code Chapter TCS 3, Certification of Personnel: Requirements and Procedures, calls for a District plan of recertification activities. In compliance with the code, the above referenced plan was adopted and made a WITC policy effective July 1, 1994.

B. Objectives

1. To stimulate personal and professional growth of staff, which will enhance, expand, and increase their professional knowledge and skills.
2. To ensure that professional staff keep pace with ever-changing concepts, procedures and practices in education and in their field of specialty.
3. To enhance the image of the College by encouraging staff to further extend their service to the community.
4. To encourage professional staff to assume leadership positions in professional and community organizations.
5. To meet the requirements of the Wisconsin Administrative Code Chapter TCS 3.

C. Definitions

Certification is an effort to assure quality education in the Wisconsin Technical College System through a program of continuous participation in activities that will contribute to professional growth.

Certification renewal (or recertification) refers to courses or professional growth activities that must be completed to keep a certification current. Each activity is assigned a credit value based upon number of hours of attendance. Certification renewal is an ongoing process and credits must be completed every renewal period.

Renewal (or recertification) period refers to the length of time allowed to complete the required number of credits for certification renewal. All activities must be completed during the given renewal period which begins on September 1 and ends on August 31. The length of the renewal period varies with the type of certification.

Activity completed during the final summer of a renewal period, beginning no earlier than May 1 of that year, may be applied toward either the period expiring on August 31 or the next renewal period. This is the only allowable carryover.

Professional Growth is an activity of specific relevance to the staff member's responsibilities in which the participating persons gain professionally, either by attendance or participation in that activity, and/or the activity has direct or potential value to WITC or the Wisconsin Technical College System (WTCS).

Professional Growth Record must be completed to document five-year certification renewal activities. Supervisors of the individuals completing the Professional Growth Record must approve and verify all activities. These activities are subject to audit by the Certification Officer. The Professional Growth Record must be on file with the Human Resources Office prior to requesting five-year certification renewal. Completion of the Professional Growth Record (Exhibit B) with the appropriate document is the responsibility of the person holding certification.

D. Types of Certification

Approval Certification is granted to personnel who have a Part-Time Provisional, Provisional, Five-Year or Life Certificate. Approval certification is granted to full-time instructors who are teaching a limited number of courses in an instructional area that is different from their primary area of assignment. Approval certification renews concurrently with renewal dates of other certification types.

Part-Time Approval Certification is granted to part-time instructors teaching in an occupational area (i.e., Accounting, Nursing) who are teaching two (2) or fewer courses in a specific instructional area. Initial Part-Time Approval Certification shall be valid for three years and may be renewed for additional two-year periods if the person completes the appropriate activity identified within the district Certification Renewal Plan.

Part-Time Provisional Certification is granted to personnel who are employed in state designated programs to teach:

- Part-time general studies (i.e., science, math) instructors
- Part-time occupational (i.e., accounting, nursing) instructors teaching more than two courses in a given instructional area

Initial Part-Time Provisional Certification shall be valid for three years and may be renewed for additional two-year periods if the person makes progress toward meeting the requirements of the Five-Year Certificate.

Provisional Certification is granted to full-time personnel who are employed in state designated programs or those managers who supervise certified instructional related processes that require certification and have not met the requirements for the Five-Year Certificate.

Initial Provisional Certification shall be valid for three years and may be renewed for additional two-year periods if the person makes progress toward meeting the requirements for the Five-Year Certificate.

Five-Year Certification is granted to personnel who are employed full-time or part-time in state designated programs or those managers who supervise certified instructional related processes that require certification and have completed all of the requirements for Five-Year Certification.

The Five-Year Certificate shall be valid for five years and may be renewed for additional five-year periods upon completion of six (6) semester credits or two months occupational experience or equivalent completion.

E. Positions Requiring Certification

The following positions require formal Wisconsin Technical College System Certification:

Instructor – Individual who has responsibility for the delivery of classroom instruction.

Instructional Supervisor – Individual who supervises certified staff and/or manages one or more instructional programs.

Instructional Related Supervisor – Individual who supervises instructional related staff.

Instructional Administrator – Individual who has responsibility for administering the overall or assigned portion of the overall educational program of the College.

Instructional Related Administrator – Individual responsible for administering the overall instructional related program of the College.

Counselor – Individual responsible for counseling students on vocational/career and personal concerns through the use of interview, test and other techniques based on modern counseling principles.

Librarian – Individual responsible for operating and managing a library and/or library services program.

Instructional Specialist – Individual assigned to advise and assist instructional staff in development and use of various curriculum materials, instructional devices, and presentation techniques.

AODA Facilitator – Individual who is assigned to coordinate AODA program activities.

F. Background Required for Certification (Exhibit A)

All full-time and part-time *occupational* instructors are required to have a bachelor's degree plus a minimum of 4,000 hours of non-teaching occupational experience directly related to the area of instruction. If the instructor does not have a bachelor's degree, an equivalency in related occupational experience, with education or training preparing a person for the occupational area being taught is required. Seven (7) years or 14,000 hours of occupational experience related to the area of instruction is equivalent to a bachelor's degree.

All full-time and part-time *general studies* instructors are required to have a bachelor's degree that is directly related to the field of instruction plus a minimum of 2,000 hours of non-teaching occupational experience. There is no bachelor's degree equivalency for general studies instructors.

The following positions also require two years of teaching experience in addition to the instructor certification requirements:

- Instructional Supervisor
- Instructional Administrator
- Instructional Specialist

G. Renewal Plan Review/Evaluation

The College Certification Committee will review the initial Certification Renewal Plan within two years and at least once every five years thereafter.

II. RENEWAL PROVISIONS FOR PART-TIME APPROVAL CERTIFICATION

A. Scope

The following College Renewal Provisions apply on to activities as required of part-time staff in the renewal of Part-Time Approval Certification.

B. Renewal Activities

1. Requirements

All individuals holding part-time Approval certificates are required to renew their certification with a total of two (2) credits every two years by completing the following:

- 10 WTCS approved inservice hours PLUS two (2) months (330 hours) occupational experience related to the area of instruction to be documented on a Verification of Employment form.
- Completion of one required certification course – 2 semester credits

2. Approval of Activities

Individuals and supervisors will review and mutually agree upon certification activities to be documented in Individualized Learning Plans (ILPs) as part of the employee's annual review process. These activities are subject to audit by the College Certification Officer.

3. Verification of Completion

Completed activities must be documented with the Human Resources Office by submitting the following documentation:

- Courses – A formal transcript must be submitted prior to the request for certification renewal.
- District Inservice Activities – Completed Professional Growth Record.
- Occupational Experience (330 hours) – Verification of Employment form (Exhibit C).

Completion of the Professional Growth Record, to include appropriate documentation, is the responsibility of the person holding certification.

4. Time Limits

All Approval certificates are granted a renewal period of two years, beginning September 1 and ending on August 31. All activities completed toward certification renewal will be counted only in the current two year renewal period. Exception: Activity completed during the final summer of a renewal period, beginning no earlier than May 1 of that year, may be applied toward either the period expiring on August 31 or the next recertification period. This is the only allowable carryover for excess credits earned during a specific renewal period.

III. RENEWAL PROVISIONS FOR PART-TIME PROVISIONAL AND PROVISIONAL CERTIFICATION

A. Scope

These College Renewal Provisions apply only to activities as required of full- and part-time staff in the renewal of Provisional certification. The following certified personnel positions are affected by the plan:

1. **Certified Instructional Personnel**
2. **Nonteaching Certified Personnel, including:**
 - Instructional Administrator
 - Instructional Related Administrator
 - Instructional Related Supervisor
 - Instructional Supervisor
 - Counselor
 - Librarian
 - Instructional Specialist

B. Renewal Activities

1. Requirements

Full-Time Staff

All full-time staff holding Provisional certificates are required to renew their certification with a total of six (6) semester credits every two years by completing the following:

- Six approved semester credits of the required certification courses, or...
- Equivalent required certification course content offered through College inservice coursework.
- Two semester credits toward certification requirement #57 (major required of General Studies teachers or 30 semester credits in appropriate area) if this is identified as an outstanding requirement.

Part-Time Staff

All part-time staff holding Part-Time Provisional certificates are required to renew their certification with a total of two (2) semester credits every two years by completing the following:

- Two approved semester credits of required certification courses, or...
- Equivalent required certification course content offered through College inservice coursework.
- Two semester credits toward certification requirement #57 (major required of General Studies teachers or 30 semester credits in appropriate area) if this is identified as an outstanding requirement.

2. Approval of Activities

Individuals and supervisors will review and mutually agree upon certification activities to be documented in Individualized Learning Plans (ILPs) as part of the employee's annual review process. These activities are subject to audit by the College Certification Officer.

3. Verification of Completion

Completed activities must be documented with the Human Resources Office by submitting the following documentation:

- Courses – A formal transcript must be submitted prior to the request for certification renewal.
- District Inservice Activities – Completed Professional Growth Record.
- Occupational Experience (330 hours) – Verification of Employment form (Exhibit C).

Completion of the Professional Growth Record, to include appropriate documentation, is the responsibility of the person holding certification.

4. Time Limits

All Approval certificates are granted a renewal period of two years, beginning September 1 and ending on August 31. All activities completed toward certification renewal will be counted only in the current two year renewal period. Exception: Activity completed during the final summer of a renewal period, beginning no earlier than May 1 of that year, may be applied toward either the period expiring on August 31 or the next recertification period. This is the only allowable carryover for excess credits earned during a specific renewal period.

IV. RENEWAL PLAN FOR FIVE-YEAR CERTIFICATION

A. Scope

These College Renewal Provisions apply only to activities as required of full- and part-time staff in the renewal of Provisional certification. The following certified personnel positions are affected by the plan:

1. **Certified Instructional Personnel**
2. **Nonteaching Certified Personnel, including:**
 - Instructional Administrator
 - Instructional Related Administrator
 - Instructional Related Supervisor
 - Instructional Supervisor
 - Counselor
 - Librarian
 - Instructional Specialist

B. Policy Statement

1. Requirements

All individuals holding Five-Year certificates are required to renew their certification with a total of six (6) semester credits every two years by completing one or a combination of the following:

- Six (6) approved semester credits of study, or...
- The equivalent of two months (330 hours) of appropriate occupational experience, or
- Six (6) professional growth activity credits as defined in the Professional Growth Plan for Certified positions.

2. Approval of Activities

Individuals and supervisors will review and mutually agree upon certification activities to be documented in Individualized Learning Plans (ILPs) as part of the employee's annual review process. These activities are subject to audit by the College Certification Officer.

3. Verification of Completion

Completed activities must be documented with the Human Resources Office by submitting the following documentation:

- Courses – A formal transcript must be submitted with the Professional Growth Record (Exhibit B) prior to the request for certification renewal.
- Occupational Experience (330 hours) – Verification of Employment form (Exhibit C).
- Seminar, Workshop, Conference, Inservice – Professional Growth Record (Exhibit B) with supervisor’s signature to verify participation.
- All Other Activities – Professional Growth Record with supervisor’s signature to verify participation.

Completion of the Professional Growth Record, to include appropriate documentation, is the responsibility of the person holding certification.

4. Credit Limits

Credits may be accumulated from any or all categories up to the maximum credit limit established for each category.

5. Time Limits

All Five-Year certificates are granted based upon a renewal period of five years, beginning September 1 following the Provisional expiration date. An individual holding the Provisional certification may request in writing their Five-Year Certificate upon completion of all five-year certification requirements. All activities completed toward certification renewal will be counted only in the current five-year renewal period. *Exception:* Activity completed during the final summer of a renewal period, beginning no earlier than May 1 of that year, may be applied toward either the period expiring on August 31 or the next recertification period. This is the only allowable carryover for excess credits earned during a specific renewal period.

C. Renewal Activities

To qualify for certification purposes, the proposed professional growth activity shall be within the guidelines described in the following section. A combination of any of the following activities totaling 6 semester credits may be utilized for renewal.

Occupational Experience Credit Conversion

1 credit = 55 hours	4 credits = 220 hours
2 credits = 110 hours	5 credits = 275 hours
3 credits = 165 hours	6 credits = 330 hours

Professional Growth Activity Credit Conversion

1 credit = 40 hours	4 credits = 160 hours
2 credits = 80 hours	5 credits = 200 hours
3 credits = 120 hours	6 credits = 240 hours

1. Occupational Experience (Maximum Credits = 6)

Definition: Paid occupational experience (non-teaching) that is directly related to the employee's work assignment is acceptable as a renewal activity. A maximum of six credits or 330 hours of occupational experience may be awarded per renewal period. This option applies to both General Studies and Occupational faculty.

Example: Employment in business and industry which upgrades individual's skill level with current and future practices, i.e. Communications instructor employed in business to gain experience as an editor; Machine Tool instructor employed in industry to gain hands-on experience with new equipment in area(s) of expertise.

2. Credit Courses (Maximum Credits = 6)

Definition: Completion of credit coursework from an accredited post-secondary institution in a subject area related to the individual's current and/or potential role in the college is acceptable as a professional growth activity on a credit-for-credit basis.

Example: Enrollment in Associate, Baccalaureate, Master's or Educational Specialist/Doctorate program (all credits for program completion apply toward certification renewal). Enrollment in coursework to expand knowledge.

3. Non-Credit and Audited Courses (Maximum Credits = 2)

Definition: Non-credit and audited courses in a subject area related to the individual's current and/or potential role in the college. Credits awarded will be based on hours of participation.

Example: Enrollment in CPR course. Enrollment as student to audit course—no grade recorded.

4. Seminar, Workshop, Conference, Inservice (Maximum Credits = 6)

Definition: Attendance at a seminar, workshop, conference or inservice where the subject is related to the College's purpose and/or the individual's current and/or potential role or performance in the College. Credits awarded will be based on hours of participation. When recording activity, the main theme or topic(s) must be identified.

Example: Attendance at a WITC or CESA inservice activity, Facilitating the Future, Symposium activities; state-called meetings, state or national conferences related to individual's professional growth.

5. **Special Assignment** (Maximum Credits = 2)

Definition: A special job assignment which contributes to the professional growth of the staff member and/or the College's operations.

Examples: Serving as a mentor to new faculty, serving on College approved task forces, teams or committees (including AQIP), position screening and interview committees.

6. **Teaching** (Maximum Credits = 2)

Definition: Non-teaching certified personnel teaching a graduate, undergraduate, associate degree, or vocational diploma course, or certified instructional personnel teaching a graduate or upper-division graduate course will be recognized as an accepted recertification activity based upon the same number of credits as earned by the student.

Facilitating a certification course will be recognized as an accepted recertification activity for non-instructional and instructional personnel, based upon the same number of credits or credit equivalents as earned by the student.

Example: Teaching in program courses as identified above and/or facilitation of certification courses.

7. **Curriculum Development** (Maximum Credits = 3)

Definition: Development of the curriculum for a new course within an existing or new program or a course with major differences from any former or existing course. It can also be used for the revision of an existing course which is to be presented through alternative instruction, i.e., Interactive Television (ITV), Internet Protocol Video (IPV), Online, Accelerated (ACCEL), and Flex Lab. Revisions and updating of a curriculum which is part of the instructor's regular assignment may not be used for recertification. Credits awarded will be based on hours of preparation time.

Example: Revising a current course to be offered via Flex Lab.

8. **Professional Service** (Maximum Credits = 2)

Definition: Leader or active member in a professional organization or committee. Credits awarded will be based on hours of participation, with forty (40) hours equaling one (1) credit.

Example: Member of a recognized national, state, regional, local professional or work-related organization, board member of Wisconsin Retirement System, city board member, country board representative, etc.

9. **Professional Presentations/Speaking** (Maximum Credits = 2)

Definition: Responsibility for making a formal presentation at a professional conference, workshop, or seminar may be recognized as an approved recertification activity. Credits awarded will be based on hours of presentation and preparation time as agreed upon by employee and supervisor.

Example: Presentation for On Course, Online Learning Conference, etc.

10. **Literary Accomplishment** (Maximum Credits = 2)

Definition: Researching and writing commercially published occupation oriented materials that are related to the staff person's role or to the purpose of education. This includes revision of existing published textbooks. Any of these activities must be performed during a time other than the staff member's scheduled hours at WITC. Credit will be given during the certification period that the literature is published.

Example: Technology instructor writing textbook to include latest technology and its applications.

11. **Technical Assistance** (Maximum Credits = 2)

Definition: Technical assistance (non-college funded) to a business or industry directly related to an individual's assignment is acceptable as an approved professional growth activity. Credits earned will be based on hours of participation.

Example: Instructor assisting business with web page development.

12. **Community Leadership** (Maximum Credits = 2)

Definition: A leadership role as an officer, member, or part of the governing body of a professional (non-work related) or community service (non-sectarian, non-political) organization may be approved as a professional growth activity. Such leadership activity is considered because of its personal development potential and its public relations impact on the school, community, and the individual. Credits earned will be based on hours of participation.

Example: Master scout leader for Boy Scouts of America troop, mentor for Kinship, leadership role in Kiwanis, etc.

13. **Innovative Activities/Projects** (Maximum Credits = 2)

Definition: An innovative activity where the subject is related to the college's purpose and/or the individual's current and/or potential role or performance in the college. This activity is initiated by a staff member on a voluntary basis and not as part of his/her work assignment. Credit earned will be based on hours of participation.

Example: Utilizing class project to improve campus or community.

V. SUMMARY OF APPROVED RENEWAL ACTIVITIES

RENEWAL PLAN	RENEWAL ACTIVITY	CREDIT VALUE	MAX CR	REQUIRED DOCUMENTATION
FIVE-YEAR	1. Occupational Experience	330 hrs of related occupational experience (55 hrs = 1 credit)	6	Verification of Employment form for inclusive dates and hours worked
	2. Credit Courses	Semester credit	6	Official Transcript
	3. Non-Credit and Audited Courses	40 hrs = 1 credit	2	Official Transcript
	4. Seminar, Workshop, Conference, Inservice	40 hrs = 1 credit	6	Professional Growth Record with participant and supervisor signature to verify participation
	5. Special Assignment	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation
	6. Teaching	Student credit	2	Professional Growth Record with participant and supervisor signature to verify participation
	7. Curriculum Development	40 hrs = 1 credit	3	Professional Growth Record with participant and supervisor signature to verify participation
	8. Professional Service	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation
	9. Professional Presentations/Speaking	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation
	10. Literary Accomplishment	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation

V. SUMMARY OF APPROVED RENEWAL ACTIVITIES

RENEWAL PLAN	RENEWAL ACTIVITY	CREDIT VALUE	MAX CR	REQUIRED DOCUMENTATION
	11. Technical Assistance	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation
	12. Community Leadership	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation
	13. Innovative Activities/Projects	40 hrs = 1 credit	2	Professional Growth Record with participant and supervisor signature to verify participation
FULL-TIME PROVISIONAL	University courses or required education coursework	Semester credit or equivalent college inservice related to required education coursework	6	Official transcript for university courses and/or Certificate of Completion for required education coursework
PART-TIME PROVISIONAL	University courses or required education coursework	Semester credit or equivalent college inservice related to required education coursework	2	Official transcript for university courses and/or Certificate of Completion for required education coursework
PART-TIME APPROVAL	University courses or required education coursework	Semester credit or equivalent college inservice related to required education coursework	2	Official transcript for university courses and/or Certificate of Completion for required education coursework
	Occupational Experience	2 months (330 hrs) of related occupational plus 10 hrs of appropriate WTCS approved inservice	2	Verification of Employment form for inclusive dates and hours and Certificate of Completion for WTCS approved inservice

EXHIBITS

5-YEAR CERTIFICATION REQUIREMENTS

5-Year Instructor – 3.05	5-Year Instructional Specialist 3.12	5-Year Counselor – 3.10	5-Year Librarian – 3.11	5-Year AODA – 3.13
50 – Curr or Course Construction 51 – Tech & Adult Ed in WTCS 52 – Teaching Methods 53 – Educational Psychology 54 – Educational Evaluation 55 – Guidance & Counseling 57 – Gen Studies Major – 30 Cr 63 – Occupational Experience: Gen Studies 1 year Occupational 2 years 64 – Teaching Experience 2 years 69 – Educational Diversity	50 – Curr or Course Construction 51 – Tech & Adult Ed in WTCS 52 – Teaching Methods 53 – Educational Psychology 54 – Educational Evaluation 55 – Guidance & Counseling 63 – Occupational Experience 1 year outside of education 64 – Professional Experience 2 years as Instructional Specialist 69 – Educational Diversity <i>Bachelors Degree or equivalent with 15 credits in curriculum/ instructional development</i> <i>Two years of teaching experience</i>	50 – Curr or Course Construction 51 – Tech & Adult Ed in WTCS 52 – Teaching Methods 53 – Educational Psychology 54 – Educational Evaluation 62 – Masters Degree in Guidance & Counseling or Bachelors Degree and 30 Cr in guidance 63 – Occupational Experience 2 Years outside of education 64 – Professional Experience 2 Years as counselor 69 – Educational Diversity	51 – Tech & Adult Ed in WTCS 62 – Masters Degree in Library Science or Bachelors Degree including 30 sem credits in Library Science 57 – Gen Studies Major – 30 Cr 63 – Occupational Experience 1 year outside of education 64 – Professional Experience 2 Years as certified librarian	53 – Educational Psychology 55 – Guidance & Counseling 63 – Occupational experience 2 years in AODA area 64 – Professional experience 2 years as AODA Facilitator 69 – Educational Diversity 70 – Alcohol & Drug Terminology 71 – Psychosocial and Socio- cultural 72 – Pharmacological and Psycho- pharmacological 73 – Assessment Instruments and Procedures 74 – Abnormal Psychology

5-Year Instructional Supervisor 3.06	5-Year Instructional Administrator 3.08	5-Year Instructional Related Supervisor 3.07	5-Year Instructional Related Administrator 3.09
50 – Curr or Course Construction 51 – Tech & Adult Ed in WTCS 52 – Teaching Methods 53 – Educational Psychology 54 – Educational Evaluation 55 – Guidance & Counseling 58 – Supervision 59 – 12 credits of Professional Educ 61 – Masters degree or equivalent 63 – Occupational Experience: Gen Studies 1 year Occupational 2 years 64 – Professional experience 2 years as supervisor 69 – Educational Diversity <i>Two years of teaching experience</i>	50 – Curr or Course Construction 51 – Tech & Adult Ed in WTCS 52 – Teaching Methods 53 – Educational Psychology 54 – Educational Evaluation 55 – Guidance & Counseling 57 – Major required Academic 30 cr 60 – 15 credits of Professional Educ 61 – Masters degree or equivalent 63 – Occupational Experience: Gen Studies 1 year Occupational 2 years 64 – Professional experience 2 years as administrator 69 – Educational Diversity <i>Two years of teaching experience</i>	50, 51, 52, 53, 54, 55, 69 as identified 58 - Supervision 59 – 12 credits in Professional Educ 61 – Masters degree or equivalent 63 – Occupational Experience: Gen Studies 1 year Occupational 2 years 64 – Professional experience 2 years as supervisor <i>Two years of teaching, or counseling, or supervisor experience</i>	50, 51, 52, 53, 54, 55, 69 as identified 60 – 15 credits in Professional Educ 61 – Masters degree or equivalent 63 – Occupational Experience: Gen Studies 1 year Occupational 2 years 64 – Professional experience 2 years as administrator <i>Two years of teaching, or counseling, or supervisor experience</i>

**WISCONSIN INDIANHEAD TECHNICAL
 RECERTIFICATION ACTIVITIES
 (Professional Growth Record)**

NAME _____

REGION LOCATION _____

RECERTIFICATION PERIOD _____ THROUGH _____

_____ APPROVAL

_____ PROVISIONAL

_____ FIVE YEAR

This form is to be utilized to maintain a continuing record of participation in activities acceptable for recertification credit under provisions of the college Professional Growth Plan for certified positions. Coursework must be supported with a formal transcript and occupational experience must be supported with verification of occupational experience form.

NATURE OF ACTIVITY <ul style="list-style-type: none"> • Coursework • Work Experience • Title of Seminar, Workshop, Conference • Inservice 	DATE(S) OF ACTIVITY	LOCATION WHERE HELD	TYPE OF ACTIVITY (Check)			PROFESSIONAL GROWTH CREDIT EQUIVALENT (Identify appropriate credit and hours for activity) <input type="checkbox"/>			SUPERVISOR SIGNATURE/ INITIALS <input type="checkbox"/>	
			<small>University Courses, College Inservice Activities, Coursework</small>	<small>Occupational Experience</small>	<small>Approved Professional Growth Activity <input type="checkbox"/></small>	<small>University Credit, College Inservice Activities, Coursework</small>	<small>Occupational Experience Hours Employed</small>	<small>Professiona l Growth Activity Hours</small>	<small>Prior Approval</small>	<small>Activity Participation Verification</small>

NATURE OF ACTIVITY <ul style="list-style-type: none"> • Coursework • Work Experience • Title of Seminar, Workshop, Conference • Inservice 	DATE(S) OF ACTIVITY	LOCATION WHERE HELD	TYPE OF ACTIVITY (Check)			PROFESSIONAL GROWTH CREDIT EQUIVALENT (Identify appropriate credit and hours for activity)			SUPERVISOR SIGNATURE/INITIALS	
			University Courses, College Inservice Activities, Coursework	Occupational Experience	Approved Professional Growth Activity <input type="checkbox"/>	University Credit, College Inservice Activities, Coursework	Occupational Experience Hours Employed	Professional Growth Activity Hours	Prior Approval	Activity Participation Verification

SIGNATURES 1) _____
 Staff Member

2) _____
 HR Specialist, Certification/Credentialing

- Signatures indicate information:**
- A. is accurately reported,
 - B. complies with Professional Growth Plan for certified positions and is properly documented and
 - C. is approved for recertification.

CERTIFICATION APPEAL PROCESS

OVERVIEW

The purpose of the Certification Appeal Process is to promote voluntary settlement of any disputes concerning certification or recertification.

PROCEDURES

Request is Denied by the College Certification Officer

If any activity for certification or recertification is disapproved or if a decision is not reached in 10 working days, the procedure listed below shall be followed.

Person Responsible	Activity
Requestor	<ul style="list-style-type: none"> • Sends to the chair of the College Certification Committee a request for review. • Assures the written appeal is accompanied by any documentation which was submitted to the College Certification Officer (i.e. course outline or syllabus, proof of successful completion of the course, workshop agenda, or some other verification of claim).
Chair of the College Certification Committee	<ul style="list-style-type: none"> • Provides a written acknowledgement of receipt of the appeal within 15 days, and will schedule and convene meeting or hearing by the Committee to consider the appeal within 45 calendar days of receipt of the appeal. The appellant will be given ample notice of said meeting or hearing so that he/she may be present to answer questions and/or present arguments.
College Certification Committee	<ul style="list-style-type: none"> • Meets and makes a decision within 45 days of receipt of the written appeal unless the parties agree to an extension of time.
Chair of the College Certification Committee	<ul style="list-style-type: none"> • Informs the requestor of the certification committee's decision in writing. • Informs the requestor of the right to appeal the decision to the State Certification Committee.