

## Clinton City Schools RENEWAL GUIDELINES FOR CERTIFIED PERSONNEL

- All certified personnel are responsible for license renewal and expiration date.

Renewal credits may be viewed online as follows: Web Address <http://192.168.1.21/>  
Select "Lookup My CEUs" (On left of page)  
Enter Social Security Number; Select "Lookup"; A report of all credits will appear.  
Select "Close" to exit the report

- Prior approval is required for renewal credits of ten hours (equals one renewal credit) or more.
- Immediately upon completion of the approved professional development activity (10+ Hours), all paperwork (Certificate or Transcript, Prior Approval Form, and Certification of Credit) should be submitted to the building level administrator for verification and submission to Central Services.
- Credits of less than ten hours will be submitted on the Cumulative Staff Development Form turned in to Central Services by the last work day in June with Principal/Designee approval for renewal credits.
- Incomplete documents will be returned without action.
- All paperwork will be returned to the certified individual after it has been entered into the Human Resource Management System (HRMS) database at Central Services.

### ***Credit Required to Renew License (NCDPI):***

- 10 semester hours or 15 units of renewal credit. Course work must be directly related to an individual's professional responsibilities as a public school educator or to his or her area(s) of licensure. **Teachers of grades K-12 must complete three renewal credits in their academic subject areas, including strategies to teach those subjects, during each five-year renewal cycle effective July 1, 2009.**
- A unit of renewal credit is equivalent to one quarter hour or one in-service credit from a North Carolina public school system. Generally, a unit reflects ten contact hours.
- The DPI Licensure Section does not accept renewal credits of less than one unit.
- One semester hour is equivalent to 1.5 units of credit.
- Individuals teaching in **grades K-8** in a NC public school system or a NC school that has an approved license renewal plan must earn 3 units of renewal credit in reading methods during each five-year renewal cycle.
- Effective July 1, 2007, **principals and assistant principals** in a NC public school system or other NC school that has an approved license renewal plan must earn 5 units of renewal credit during each five-year cycle focused on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention.
- For a license to remain current, all credit must be earned by the expiration date of the existing license.
- **To renew an expired license**, 10 semester hours or 15 units of renewal credit must be earned within the most recent five-year period.

### ***Activities accepted for renewal credit:***

College or university courses

- Transcripts are required as documentation; grade reports are not accepted.

Local in-service courses or workshops

- The administrative unit certifies credits. (Meetings are not in-service).

Classes and workshops approved by an LEA

- Documentation of completion is provided by the agency sponsoring the activity.

Teaching experience

- One renewal credit is awarded for each year of full-time teaching completed during the 5-year renewal cycle. Part-time experience can be considered for renewal credit if it amounts to be equivalent of one year of full-time teaching.

