

**WASHINGTON COUNTY PUBLIC SCHOOLS
ADVANCED PROFESSIONAL CERTIFICATE OPTIONS FOR EARNING RENEWAL UNITS**

ACTIVITY	NUMBER OF RENEWAL UNITS POSSIBLE	DOCUMENTATION REQUIRED
1) Participation in county workshops beyond the work day (i.e. Saturday, summer, evening)	1-3 units* Maximum of 3 units per certificate cycle	<ul style="list-style-type: none"> • Workshop Attendance Log signed by workshop leader • Verification of Completion or Attendance form signed by appropriate supervisor • Dissemination of workshop information to faculty
2) Leadership/responsibility for School or county project/event (i.e. science fair, literature festival, health fair, FIRST, DI, SIT chair)	2-3 units* Maximum of 3 units per certificate cycle School-wide = 2 units County-wide = 3 units	<ul style="list-style-type: none"> • Brief general outline of project, objectives, procedures, and evaluation criteria • Verification of Completion or Attendance form signed by appropriate supervisor
3) Year-long school or county-wide committee membership	1-2 units Maximum of 2 units per certificate cycle School-wide = 1 unit per year	<ul style="list-style-type: none"> • Verification of Completion or Attendance form signed by immediate supervisor
4) Grant writing submission	1-3 units Maximum of 3 units per certificate cycle 1 unit for being part of a committee 3 units for writing the grant alone	<ul style="list-style-type: none"> • Pre-approval by immediate supervisor • Submission of grant • Verification of Completion or Attendance form signed by immediate supervisor
5) Participation in professional study group (i.e. book study)	1 unit* Maximum of 3 units per certificate cycle	<ul style="list-style-type: none"> • Log of activities including: meeting dates and times; topics/issues studied; reading dates and times • Verification of Completion or Attendance form signed by immediate supervisor
6) Recruitment/Interviewing	1 unit Maximum of 3 units per certificate cycle	<ul style="list-style-type: none"> • Verification of Completion or Attendance form signed by Director of Human Resources
7) Writing/Research	2-3 units Maximum of 3 units per certificate cycle 2 units for published article 3 units for published book 1-3 units for original unit of study/research	<ul style="list-style-type: none"> • Copy of the unit, article, or book • Description of how the material will be used • Verification of Completion or Attendance form signed by appropriate supervisor

***15 clock hours = 1 renewal unit**

Renewal units may only be used to renew an Advanced Professional Certificate.

Activities must be pre-approved and included on the Professional Development Plan to be used for certificate renewal purposes.

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<p>8) Attendance at a state/national conference</p>	<p style="text-align: center;">1 unit Maximum of 3 units per certificate cycle</p>	<ul style="list-style-type: none"> • Verification of attendance by conference sponsor • Follow-up faculty presentation or county level in-service presentation • Collaboration with school personnel to facilitate implementation • Verification of Completion or Attendance form signed by immediate supervisor
<p>9) Presenter or committee chairperson at a state/national conference</p>	<p style="text-align: center;">2 units Maximum of 2 units per certificate cycle</p>	<ul style="list-style-type: none"> • Verification of attendance by conference sponsor with indication of presentation or committee responsibility • Follow-up faculty presentation or county level in-service presentation • Submission of presentation outline • Verification of Completion or Attendance form signed by immediate supervisor
<p>10) Mentoring an aspiring administrator (for current WCPS Administrator or Supervisor)</p>	<p style="text-align: center;">1-3 units* Maximum of 3 units per certificate cycle</p>	<ul style="list-style-type: none"> • Pre-Approval by Executive Director • Log of mentoring activities (15-45 hours) • Verification of Completion or Attendance form signed by Director
<p>11) Administrative Intern trainee program (for current WCPS Administrative Interns)</p>	<p style="text-align: center;">3 units Maximum of 3 units per certificate cycle</p>	<ul style="list-style-type: none"> • Verification of attendance at workshops/meetings/activities • Verification of Completion or Attendance form signed by appropriate supervisor
<p>12) Travel Program relevant to one's assignment</p>	<p style="text-align: center;">1 unit per week of travel Maximum of 2 units per certificate cycle</p>	<ul style="list-style-type: none"> • Outline indicating how the travel experience would be used in current assignment • Verification of Completion or Attendance form signed by immediate supervisor
<p>13) Team member for Middle States Evaluation; Assessor; Baldrige evaluator (other such reviews)</p>	<p style="text-align: center;">1-3 units* Maximum of 3 units per certificate cycle</p>	<ul style="list-style-type: none"> • Verification of participation from sponsoring agency • Verification of Completion or Attendance form signed by Director
<p>14) Continuing Education Units (CEUs) offered through MSDE pre-approved organization</p>	<p style="text-align: center;">Clock hours involved* Maximum of 3 units per certificate cycle</p>	<ul style="list-style-type: none"> • Original certificate of completion from the pre-approved MSDE provider including the number of clock hours involved • Verification of Completion or Attendance form signed by appropriate supervisor

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