

# Five-Year Certificate Renewal Plan for Renewal of the Advanced Professional Certificate (APC)



Office of Human Resources and Development  
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
 45 West Gude Drive, Suite 2300, Rockville, Maryland 20850

MCPS Form 440-37  
 September 2018  
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## INSTRUCTIONS

Develop a 5-year plan to ensure you complete the coursework or equivalent credits necessary to renew your APC; distribute the form as specified below when requested by the Certification Unit; and keep a copy of your plan to review yearly to make any revisions necessary to meet the requirements by the expiration of your APC. Official transcripts and/or equivalent activities must be submitted to the Certification Unit to document completed requirements.

## 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

**PROPOSED PLAN** List the professional development experiences (coursework and equivalent activities) you plan to complete. See page 2 of this form for Options.

## REVISIONS TO PROPOSED PLAN

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

CERTIFICATE RENEWAL PLAN	
<b>PROPOSED PROFESSIONAL DEVELOPMENT COMPLETION PLAN</b> List the professional development experiences you plan to complete. 2 semester hours in Google application course 1 equivalent credit for attending a national conference 3 equivalent credits for mentoring a new teacher	
<b>REVISIONS TO PROPOSED PROFESSIONAL DEVELOPMENT COMPLETION PLAN</b> (if necessary)	
<b>Year 1:</b>	No change
<b>Year 2:</b>	Completed Google Docs course (2 credits)
<b>Year 3:</b>	Instead of national conference, completed travel experience (1 equivalent credit)
<b>Year 4:</b>	No change
<b>Year 5:</b>	Mentoring a new teacher (3 equivalent credits)

Advanced Professional Certificate (APC) Validity Dates: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

Certificate Holder's Name (Please Print) \_\_\_\_\_ Employee ID# \_\_\_\_\_

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Certificate Holder's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**DISTRIBUTION:** After completion of proposed plan, sign electronically, save as a PDF, and email the PDF to the Department of Staffing/Certification Unit at Certification@mcpsmd.org; COPY 2/Certificate Holder; COPY 3/School/Office file

## PROFESSIONAL DEVELOPMENT EXPERIENCES

### COURSEWORK

#### OPTION 1

Coursework 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

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

### EQUIVALENT ACTIVITIES

(Submit MCPS Form 440-34, *Verification of Equivalent Activities for APC Renewal Purposes* with the required documentation)

#### 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/specialist/administrator during the internship experience: 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/specialists/administrators: 3 equivalent credits

#### OPTION 13

For school/guidance counselors, psychologists, social workers, speech pathologists, and audiologists only. Continuing Education Units (CEU) offered through a Maryland State Department of Education (MSDE) preapproved organization, such as the American Speech and Hearing Association (ASHA), the National Board of Certified Counselors (NBCC), the National Association of School Psychologists (NASP), and the National Association of Social Workers (NASW).\*

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

\*15 clock hours = 1 equivalent credit