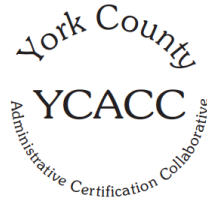


York County Administrative Certification Process



Completion Date		Each Bulleted Item Below Represents a Mandatory Recertification Action Item
<input type="checkbox"/>	As soon as certification cycle begins	<ul style="list-style-type: none"> Applicant selects a Support Team Submits copy of current professional certificate to YCACC Representative
<input type="checkbox"/>	At Least 22 Months Before Certification Expires (Recommended as soon as Certification Cycle Begins)	<ul style="list-style-type: none"> Submits Support Team Approval Form to YCACC Representative Action Plan developed (90 Contact Hours) Applicant meets with support team to set professional growth goals aligned with Professional Standards for Educational Leaders 2015 Action Plan is submitted to YCACC for approval Upon Approval, applicant implements activities
<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none"> Implement Action Plan Applicant confers periodically with their support team Activities outlines in action plan are completed and evaluation data is collected A portfolio of professional development activities is prepared for review by support team members
<input type="checkbox"/>	At least 2 Months Prior to Expiration	<ul style="list-style-type: none"> Final Report and Checklist Applicant completes the portfolio of evidence Applicant submits the portfolio of evidence for approval with the YCACC YCACC representative submits to YCACC for final approval
<input type="checkbox"/>	Prior to Certification Expiration	<ul style="list-style-type: none"> Access DOE Certification Portal and Finalize Recertification and Payment

Questions? See your YCACC Representative