

INTRODUCTION TO Certification Committee Support Team

The purpose of the Certification Committee is to provide support for all teachers, guidance counselors, library-media specialists, special education consultants, speech and hearing clinicians, athletic directors, literacy specialists, nurses, and educational technicians in the district in the renewal of their state certification.

District Certification Committee is made up of the following:

Administrator Liaison
Certification Chair
Teacher representative (s) from each town



CERTIFICATE LEVELS

PROFESSIONAL

This certificate is renewed by successful completion of **ninety (90)** contact hours that are reviewed and approved by the District Certification Committee for the duration of five (5) years. These activities must have prior approval by the District Certification Committee.

CONDITIONAL

This is a certificate for teachers and educational specialists who have not met all of the requirements for a professional certificate. This certificate is issued upon receipt of an affidavit from the superintendent. During the term of the conditional certificate, the holder must complete the requirements set forth by the state Department of Education. The District Certification Committee will assist by providing encouragement in completing the requirements.

EDUCATIONAL TECHNICIAN

This authorization is renewed upon successful completion of (3) credits or **forty-five (45)** contact hours that are reviewed and approved by the District Certification Committee for the duration of five (5) years. These activities must have prior approval by the District Certification Committee.

The Certification Committee

The District Certification Committee RSU #14 will be composed of the following: one (1) administrator appointed by the Superintendent, a certification chairperson, and teacher representatives from schools in the District.

The duties of the chairperson are as follows:

- Will act as contact person for each unit in the District.
- Will have served as a District Certification Committee member.
- Will have joint responsibility with the administrator liaison for all record keeping concerning certification, certification renewal, and educational technician reauthorization.
- Will be responsible for communication with MDOE about certification.
- Will update the superintendent of the names of eligible staff who have completed the requirements to be recertified or reauthorized.
- Will work with committee members to set and publish monthly meeting dates and building orientation meetings at the beginning of each year.
- Will update the district certification website.

The Certification Committee meetings will be held on a monthly basis. The monthly meeting dates will be determined for the entire year at the first Certification Committee meeting. All Certification Committee decisions will be by consensus of those present. Members must meet obligations as a condition of membership.

The responsibilities of the District Certification Committee members are as follows:

1. Provide an annual orientation for all staff at the building level with the process of
 - Certification
 - Re-authorization
2. Inform all candidates of the necessary steps to earn certification/authorization.
3. Assist staff in the certification and re-authorization process.
4. Review all documentation at Committee meetings for compliance with State law.
5. Make final recommendations to the Superintendent regarding
 - Certification renewals
 - Educational Technician Re-authorizations.

RENEWALS

This section contains- standards and procedures for the District Certification Committee of the RSU #14 staff. For further information, you may wish to refer to the following address for State consultants in Augusta.

Address: State of Maine
MDOE/Certification
State House Station 23
Augusta, Maine 04333
Phone 207-287-5944



THE CERTIFICATION/REAUTHORIZATION RENEWAL PROCESS

STEP 1: Complete and submit a digital prior approval form in the district online platform for any formal course, workshop, or professional development activity.

- * If using an in-district workshop/offering you must enroll using our district platform. (These do not need prior approval from the committee.)
- * Once 90 hours (45 for Ed Techs) of approved study has been reached, staff should no longer seek or submit approval for contact hours to the committee.

STEP 2: **Six months** before your renewal date the committee will inform you that you are ready to recertify. You will be emailed directions on how to recertify.

STEP 3: Once renewed and paid, teachers will continue to check your MDOE portal to see when it is updated. Once updated, staff will need to screenshot their updated certification (including their name and the date) for their records. **No certificates are mailed to individuals or to the district.**

STEP 4: Make two copies of your NEW certificate and send via email or district mail to:

- Sandra Brackett - Human Resources – Central Office
- Christine Hesler- Administrative Liaison to Certification – Central Office



PROFESSIONAL CERTIFICATION RENEWAL OPTIONS

According to Maine state law, the Certification Committee must approve professional development activities. Contact hours will only be granted for professional development activities **in the field for which you hold an endorsement or are seeking a new endorsement. 90 contact hours** are required every 5 years for professional certificate renewal.

- *1 CEU = 10 contact hours
- *1 credit = 15 contact hours
- *3 college credits = 45 contact hours

PROFESSIONAL DEVELOPMENT ACTIVITIES

1. **College level course** credits issued by an accredited college or university in the endorsement area of what you currently teach.
2. **Contact hours** (examples of approved activities)
 - a. Attending workshops/conferences in your endorsement area.
 - b. Participating in district-sponsored staff development activities that are related to your endorsement area and are designed to improve your teaching practice/student learning.
 - c. Completing National Board certification process – up to 90 contact hours for initial certification (45 contact hours for recertification) over a five year renewal period.
 - d. Supervising a student teacher or intern - **up to 45 contact hours over a five year renewal period.** Contact hours will be issued based on the intern's institution letter to the supervising staff.
 - Shared/partial placement – up to 25 contact hours
 - Regular placement (one semester)– up to 45 contact hours
 - Extended placement (full year) – up to 45 contact hours
 - e. Teaching a college level or adult education course beyond the regular contract related to your endorsement area– **limited to one course (45 contact hours)** over a five-year renewal period– 45 contact hours
 - f. Leadership role in state/national organization in an area related to professional endorsement – up to 15 contact hours over a five-year renewal period.
 - g. Participation in the NEASC Accreditation process – up to 45 contact hours over a five-year renewal period.