

# Certification Handbook for MSAD 59

This handbook template was developed by members of the Western Maine Education Collaborative {WMEC}.

This handbook was developed by the MSAD 59 Certification Committee.

The MSAD 59 Certification Committee serves as the Local Credentialing Committee (LCC).

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## Links

[Maine DOE Rules](#) See Chapter 115, Part 1, Section 9

[Maine Educator Information System \(MEIS\) Login](#)

[Instructions for MEIS System](#)

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## Scope of Certification Handbook

The MSAD 59 Certification Committee serves as the Local Credentialing Committee (LCC) and is designed to provide support for all who hold certification, endorsement, or authorization issued by the Maine Department of Education which includes, among others, teachers, educational technicians, school counselors, nurses, librarians, specialists (occupational therapist, physical therapist, speech therapist), and others.

The Certification Committee will provide strong and appropriate support services in order to develop effective educational practice for all certified staff supported by this plan. The Certification Committee will provide the Commissioner of Education with recommendations for educational personnel seeking professional certification, professional renewal, certification advancement, or educational technician authorization.

## Certification Committee Roles & Responsibilities

The Certification Committee will have the following responsibilities:

1. An introduction session for new staff supported by this plan
2. Inform all new staff supported by this plan of their certification responsibilities and provide access to this Certification Handbook and associated documents/forms
3. Provide a process for approving renewal of certification for all teachers, educational technicians, school counselors, nurses, librarians, specialists (occupational therapist, physical therapist, speech therapist), and others
4. Determine if all renewal requirements by State of Maine have been met by teachers, educational technicians, school counselors, nurses, librarians, specialists (occupational therapist, physical therapist, speech therapist), and others

The responsibilities of the Certification Committee Members are as follows:

1. Assist all staff supported by this plan in the recertification process. This could include providing information regarding staff development and training opportunities to the staff. This learning may include, but is not limited to: university coursework, professional reading, workshops and conferences, consultation with content area experts, and/or district supported online opportunities
2. Serve as a liaison to respective staff in all matters of professional growth related to certification
3. Maintain necessary records related to recertification of staff
4. Report to the Superintendent of Schools and School Board as needed

## Appeals Process

All decisions made by the Certification Committee will be made in a professional, fair, and equitable manner. In the event that staff members do not follow procedures for recertification, the issue will be brought to the Certification Committee for consideration. If the staff member still does not deem the decision satisfactory, he or she may address the committee in person. For each committee decision, consensus will be utilized.

***It will be the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by MSAD 59.***

## Confidentiality

All materials gathered during the course of the certification process are to be considered legally confidential, including, but not limited to, self-assessments, observations/data collection, and recommendations. No materials, either written or verbal, may be divulged to any outside sources, including building principals, other administrators, other teachers, and any other staff, unless the individual expressly gives permission in writing. It is the responsibility of each Certification Committee member to respect the individual's rights of confidentiality.

## Certification Committee Composition

The Certification Committee of MSAD 59 will be composed of the following: one (1) administrator, the Special Education Director, one (1) teacher from each school building, and the Mentor Program Coordinator. The Certification Committee may include non teaching staff members. All members of the Certification Committee must have at least three (3) years of experience as educators and a majority must have completed at least one five year renewal cycle. The district administrator cannot participate in discussions concerning educators under their supervision.

The *chairperson* (also known as the Certification Committee chairperson) must be a professionally certified teacher/educational specialist, and will be elected by the Certification Committee at the last (or first if circumstances require) meeting of each year to act as chairperson for the following year. The Certification Committee chairperson will be responsible for certification procedures throughout the district including those endorsed by the Certification Committee. Duties of the chairperson will be as follows:

1. Coordinate the setting of Certification Committee meeting dates and times
2. Set meeting agendas
3. Facilitate meetings
4. Notify members of meetings and other necessary information
5. Communicate with the State of Maine Department of Education and other necessary parties
6. Ensure staff access (electronically and in hard copy) to this Certification Handbook and associated documents/forms
7. Act as the contact person for all Certification Committee members
8. Act as the official spokesperson for the district in regard to certification issues
9. Provide an introduction to this handbook for new staff
10. Delegate responsibilities to Certification Committee members

The administrative team representative will also be able to electronically sign certification documentation for the Maine Department of Education in the event that the Certification Committee Chair is unable or unavailable to sign. In the situation where the recommendation is that of an educator under direct supervision of the administrator, the administrator will follow the recommendation of the team.

## Certification Committee Plan Guidance

The Certification Committee meetings will be held three (3) times per school year as well as in summer as needed. In the case of poor attendance or not fulfilling the responsibilities of the position (outlined above), a replacement will be selected from a pool of qualified staff, and the annual stipend for both individuals will be adjusted accordingly. (The Certification Committee, in consultation with the Superintendent of Schools, will consider special circumstances.)

The Certification Committee members will make a general presentation to all staff, including education technicians, by the end of October, each school year.

Yearly, members of the Certification Committee will opt to continue in the position or resign. When an opening occurs on the committee the administrative representative will ensure the vacancy is posted equitably across the district. District educators supported by the plan will vote for the individuals who they wish to represent them on the committee. At the beginning of each school year, the names of the Certification Committee members shall be recommended to the Superintendent of Schools for approval by the School Board.

## Recertification Recommendations

In order for a teacher or a specialist supported by this plan to renew a professional certificate he/she must:

- Complete six (6) credits, ninety (90) hours, 9 C.E.U.s, or a combination equivalent to that of work-related study within the five-year certification period
  - Credits must be from an accredited college or university
  - Hours may be composed of contact hours, CEU's or an alternative plan

15 Contact Hours = 1 Credit Hour

1.5 C.E.U. = 1 Credit Hour

45 Contact Hours = 3 Credit Hours

.1 C.E.U. = 1 Contact Hour

- Professional Development hours must be related to their position/certification, enhance their job, be new learning, or positively impact student learning

In order for an Educational Technician to renew an authorization, he/she must:

- Complete the equivalent of three (3) credits, forty-five (45) contact hours, three (3) semester hours, of work-related study, or a combination of the two, within the five-year authorization period
- Staff who are professionally certified as teachers yet employed as an Education Technician are responsible for submitting continuing education documentation to the MDOE. Assistance will be provided as requested and available by the Special Education Director and Certification Committee Chairperson.
- Education Technicians will receive orientation within 8 weeks (occurring during the school year) of hire.

***It will be the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by MSAD 59.***

## Recertification Process:

- Once hours have been compiled all educators will share their documentation with their representative. The Certification Committee requests all documentation be submitted to the Certification Committee Building Representative by the following deadlines:
  - April 30th for teachers, school counselors, nurses, librarians, specialists (occupational therapist, physical therapist, speech therapist), and others with an expiration date of July 1
  - 60 days prior to their certification expiration date for teachers, school counselors, nurses, librarians, specialists (occupational therapist, physical therapist, speech therapist), and others with an expiration date other than July 1)
  - December 1st for educational technicians
- The Certification Committee Chairperson will then recommend teachers, school counselors, nurses, librarians, specialists (occupational therapist, physical therapist, speech therapist), and others, on the MEIS system. If the educator has not met these requirements the Certification Committee Chairperson will select “Not Recommend” in the MEIS system.
- The Certification Committee administrator representative and/or Special Education Director will recommend educational technicians (they do not directly supervise) on the MEIS system. If an educator has not met these requirements the Educational Technician representative will select “Not Recommend” in the MEIS system.
- The educator will log into the MEIS system to complete the process and pay the certification fee after the recommendation.
- PRINTING CERTIFICATION RENEWAL
  - A copy of the renewed certification must be printed and given to the SAD 59 Office.
  - The Certification Committee Chair will confirm renewal status and periodically confirm certification status in the MEIS system.
- STORAGE OF CERTIFICATION FILES
  - When employment ends with MSAD 59, documentation will remain in the Certification Committee Chair files through the current certification cycle.
  - After employment ends and the most recent certification cycle ends, documentation will be stored at MSAD 59 district office for 10 years (up to 2 cycles).

## Conditional Certification:

Anyone who pays for a transcript evaluation will receive a letter from the MDOE with pending requirements for certification. Once the conditional certification is requested and issued, all pending requirements must be completed within three years.

## APPENDICES

- A. Key Points
- B. Professional Certification Renewal Checklist
- C. Certification Renewal Tabulation
- D. Prior Approval: Optional and recommended if an educator is concerned professional development will not be approved for recertification.

***It will be the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by MSAD 59.***

## MSAD 59 CERTIFICATION HANDBOOK KEY POINTS

### ★ Staff responsible for maintaining documentation for renewal

Teachers and other professional staff submit copies of documentation by April 30 (or 60 days prior to expiration date if date other than July 1)

- Complete six (6) credits, ninety (90) hours, 9 C.E.U.s, or a combination equivalent to that of work-related study within the five-year certification period
- Professional Development hours must be related to their position/certification, enhance their job, be new learning, or positively impact student learning

Educational Technicians submit copies of documentation by December 1

- Complete the equivalent of three (3) credits, forty-five (45) contact hours, three (3) semester hours, of work-related study, or a combination of the two, within the five-year authorization period
- Staff who are professionally certified as teachers yet employed as an Education Technician are responsible for submitting continuing education documentation to the MDOE. Assistance will be provided as requested and available by the Special Education Director and Certification Committee Chairperson.*

### ★ Prior Approval forms are optional and recommended if an educator is concerned professional development will not be approved for recertification.

### ★ Contact hours for serving as a mentor: maximum of 30 total hours per 5 year certification cycle

- Mentor: SAD 59 Staff
  - Complete all duties and tasks of a Mentor
  - Award 30 contact hours for mentoring inexperienced staff
  - Award 20 hours for mentoring experienced staff
  - Award 10 hours for serving as building support person
- Mentor: student teacher
  - Submit copy of completion letter & certificate to Mentor Coordinator
  - Award 30 contact hours
- Mentor: advanced practicum and practicum students
  - Submit copy of completion letter & certificate to Mentor Coordinator
  - Award 15 contact hours

### ★ Storage of certification files

- When employment ends with MSAD 59, documentation will remain in the Certification Committee Chair files through the current certification cycle.
- After employment ends and the most recent certification cycle ends, documentation will be stored at MSAD 59 district office for 10 years (up to 2 cycles).

## MSAD 59 PROFESSIONAL CERTIFICATION RENEWAL CHECKLIST

1. Prior to your certification expiration date
  - log in to the MEIS system to verify your information is accurate
2. **By April 30<sup>th</sup>** of the year your certification expires (or 60 days prior to expiration for those who do not expire July 1), provide your Certification Committee Building Representative with all documentation as follows:
  - **original** transcripts and one copy for college courses. Official electronic transcripts are acceptable. After viewing your original transcript, the official copy will be returned to you.
  - photocopies of CEU credits and contact hour certificates. These will **not** be returned to you so be sure to keep the originals for your records.
    - all certificates must have your name, be dated, and signed
    - certificates from multiple years with the same title *may not* be accepted
  - When submitting documents for certification renewal, it is not necessary to submit all accumulated hours, C.E.U.s, or credits. It is recommended to submit the minimum amount required plus extra hours in the event hours are denied.
  - Notify your Certification Committee Building Representative if you are in the process of obtaining additional hours when submitting your documentation.

You will need: 6 credit hours, or 9 C.E.U.s, or 90 contact hours, or any combination of these.

15 Contact Hours = 1 Credit Hour

1.5 C.E.U. = 1 Credit Hour

45 Contact Hours = 3 Credit Hours

.1 C.E.U. = 1 Contact Hour

3. Your documentation will be reviewed by the Certification Committee; two signatures are required in MSAD 59.
4. After review and approval of your certification renewal documentation, the Certification Committee Chairperson will submit a recommendation within the MEIS system. You will be notified if you are not being recommended.
5. The Certification Committee Chairperson will notify you once your recommendation has been submitted.
  - complete the MEIS application
  - pay your renewal fee

Please do not hesitate to contact the Certification Committee if you have any questions:

Certification Chairperson: Lee Harper    MES Representative: Alison Willing

MAMHS Representative: Lee Harper    MJHS Representative: Kelly Whalen

**MSAD 59      CERTIFICATION RENEWAL TABULATION**

NAME \_\_\_\_\_

MAMHS

MJHS

MES

**YEAR** \_\_\_\_\_ **TO** \_\_\_\_\_

**6 Credit Hours**

**9 C.E.U.s**

**90 Contact Hours**

**or any combination of these**

15 Contact Hours = 1 Credit Hour

1.5 C.E.U. = 1 Credit Hour

45 Contact Hours = 3 Credit Hours

.1 C.E.U. = 1 Contact Hour

CREDIT HOURS			C.E.U.s			CONTACT HOURS										MENTOR HOURS (max 30 per renewal cycle)	
1	2	3	1	2	3	1	2	3	4	5	6	7	8	9	10	Professional Cert. Mentee	15
4	5	6	4	5	6	11	12	13	14	15	16	17	18	19	20	SAD Staff Mentor	30 / 20 / 10
			7	8	9	21	22	23	24	25	26	27	28	29	30	SAD Staff Mentor	30 / 20 / 10
						31	32	33	34	35	36	37	38	39	40	SAD Staff Mentor	30 / 20 / 10
						41	42	43	44	45	46	47	48	49	50	Student Teacher	30
						51	52	53	54	55	56	57	58	59	60	Practicum Student	15
<b>.25 HOURS</b>			<b>.75 HOURS</b>			61	62	63	64	65	66	67	68	69	70	Practicum Student	15
						71	72	73	74	75	76	77	78	79	80	<b>.5 HOURS</b>	
						81	82	83	84	85	86	87	88	89	90		

NOTE: Those receiving a waiver in 2017 may use hours obtained 7/1/17 - 6/30/18 for **either 2018 or 2023** renewal.

**QUESTIONS FOR CERTIFICATION TEAM ON BACK**

RECOMMENDED FOR RENEWAL \_\_\_\_\_

Certification Committee Building Representative

\_\_\_\_\_ Date

RECOMMENDED FOR RENEWAL \_\_\_\_\_

Certification Committee Chairperson

\_\_\_\_\_ Date

DATE RECOMMENDATION SUBMITTED ON MEIS & STAFF NOTIFIED: \_\_\_\_\_



**MSAD 59**

**PRIOR APPROVAL**

IN ADDITION TO: "CERTIFICATE AND REQUEST FOR COURSE PAYMENT"

*Prior Approval forms are optional and recommended if an educator is concerned professional development will not be approved for recertification.*

**Name:**

**School:** MAMHS MJHS MES

**Professional Development Title:**

**Date(s):**

**Location:**

**What is the purpose of this P.D. opportunity? Check most relevant and explain (on back if needed).**

- Student benefit
- Inform teaching practice
- Connects to standards
- Benefit the district
- Connects to goals
- Administrator request
- Other

**Teacher Signature:**

\_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

Certification Committee

Building Representative Signature:

\_\_\_\_\_

Date approved: \_\_\_\_\_

Date denied: \_\_\_\_\_

Reason denied:

Received by Certification Committee Chairperson:

\_\_\_\_\_ Signature

\_\_\_\_\_ Date