

Teacher Certification Renewal for MSAD 59

Please use the following procedures for renewing teacher certification at MSAD 59:

1. Upon receiving your renewal application from the Maine Department of Education (DOE), verify that all of your information on the front is correct.
2. Fill in the date on the **front** of the application.
3. On the back of the application, answer the three legal questions, sign, and date it.
4. Deliver application and evidence of certification requirements to your building certification representative. All coursework and workshops must have been attended during the current certification cycle and have been pre-approved by the certification committee in accordance with your 5-year plan. You must submit **original** transcripts for college courses. Official electronic transcripts are acceptable. Photocopies of CEU credits and Contact Hour certificates are acceptable. Your original transcripts and certificates will be returned to you once they have been verified and copies of them have been made. You can expedite the process by including copies of all of your transcripts and certificates when you submit your application to your building representative. Copies of all transcripts and certificates are kept on file.

You will need: 6 Credit Hours, Or 9 C.E.U.s, or 90 Contact Hours, or any combination of these. Please remember:

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

5. Once your application has been approved and signed, it will be sent to the certification chairperson to be signed. (**Two signatures are required in MSAD 59**).
6. Your application will be returned to you in a timely manner. Please indicate if you would like to pick up your application in person or have it sent to you through inter-office mail.
7. **You must then mail your application to the DOE along with the required fees. You do not need to send in any transcripts, copies of CEU credits, or contact hours to the DOE if it has been signed by the MSAD 59 Certification Team.**
8. Once you have received your new certification, please send a copy of it to:
 - o Certification Chairperson and
 - o District Office (this will be placed in your personnel file)

***It is a state law that we have a copy of your current certification on file at all times!**

Please do not hesitate to contact your building representative if you have any questions:

Certification Chairperson:	Karyn Bussell
MES Representative:	Jo Spaulding
MJHS Representative:	Kelly Whalen
MAMHS Representative:	Karyn Bussell