

MSAD 59 PLCSS PROFESSIONAL CERTIFICATION RENEWAL CHECKLIST

1. Prior to your certification expiration date
 - log in to the MDOE NEO system to verify your information is accurate
 - complete the MDOE NEO application
 - pay your renewal fee
 - complete all required sections of the MDOE NEO system

2. **By April 30th** of the year your certification expires, provide your Certification Committee Building Representative (CCBR) with all documentation as follows:
 - All coursework, workshops, conferences, etc. 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 provide your CCBR with **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.
 - You must provide your CCBR with 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 same title *may not* be accepted
 - When submitting documents for certification renewal to the CCBR, 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 CCBR 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 approval with the MDOE NEO system.

5. When your application is complete, you have paid your renewal fee, and approval has been submitted by the CCC, you will be able to access and print your new certification.
 - Send one copy to Joan Corson at the MSD 59 district office.
 - Provide two copies to your CCBR; one will be sent to the Certification Committee Chairperson.
 - ***It is a state law that we have a copy of your current certification on file at all times.**

6. **By September 15st** of the first year of your new cycle, you must provide your CCBR with a new Professional Certification Action Plan (PCAP) aka 5 Year Plan.

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

Certification Chairperson: Karyn Bussell

MES Representative: Alison Willing

MAMHS Representative: Karyn Bussell

MJHS Representative: Kelly Whalen