

MSAD 59 PLCSS KEY POINTS

- ★ Staff responsible for maintaining documentation for renewal
 - Official transcripts shown to CCBR: copy made and signed by CCBR
 - Documents submitted to CCBR by **April 30th**
 - CC will review documents and CC Chairperson will submit approval on MDOE NEO system.

- ★ Copy of certificate
 - Joan Corson at SAD Office
 - 2 copies to building representative; 1 of which will be sent to CC Chairperson

- ★ Professional Certification Action Plan (PCAP) / 5 year plan
 - **By September 15th** of the first year of your new cycle, you must complete PCAP/Teacher Action Plan
 - Submit to CCBR; a copy will be sent to CC Chairperson

- ★ Prior Approval

IN ADDITION TO "CERTIFICATE AND REQUEST FOR COURSE PAYMENT"

 - Prior Approval forms are optional except for staff mentoring UMF students. Staff concerned whether or not a professional development opportunity offered outside the district will be accepted for certification renewal are encouraged to complete the form and submit it to their CCBR.
 - CCBR will approve and send original form to CC Chairperson
 - Prior Approval for contact hours required of all MSAD 59 staff (ie. bloodborne pathogens, suicide prevention) or district wide offerings (ie. Wellness Day) is not required.

- ★ Contact hours for serving as a mentor: maximum of 50 total hours per 5 year certification cycle
 - Mentor: SAD 59 Staff
 - Complete all duties and tasks of a Mentor
 - Award 25 contact hours
 - Mentor: student teacher
 - **Must complete prior approval form (see above).**
 - Submit copy of UMF completion letter & certificate to Certification Committee Chair
 - Award 45 contact hours
 - Mentor: advanced practicum and practicum students
 - **Must complete prior approval form (see above).**
 - Submit copy of UMF completion letter & certificate to Certification Committee Chair
 - Award 15 contact hours

- ★ Storage of certification files
 - When employment ends with MSAD 59, documentation will remain in the Certification Committee Chair files through 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).