

SAU 24

Professional Development Recertification Process and Timeline

In accordance with Ed. 512.03 (b), each certified educator whose credentials expire in a given year shall provide evidence of their individual plan including reflection. The individual plan shall be summatively evaluated as specified in the local professional development master plan.

August of year one of three year cycle or at date of hire

- Send a copy of current certification to SAU and building administrator.

Prior to September 30th of year one of three year cycle

- Complete a reflection/self-assessment of your professional growth using the Educator Goal Development Worksheet (Appendix G-1)
- Obtain an Individualized Professional Development Plan folder from your PDC representative.
- Identify goals for individual professional growth including all areas of endorsement, general professional skills, and school goals (Appendix A).
- Choose an option for recertification.
- Consult with a building administrator to develop a three year Individualized Professional Development Plan.
- Submit the IPDP (Appendix G-2) to a PDC representative and Building Administrator for approval.
- CEUs will be awarded retroactively only if the IPDP is submitted by the September 30th deadline.

Throughout years one to three

- Use the Activity Proposal Form (Appendix I) to get pre-approval from your PDC representative and building administrator for all activities **not sponsored by the SAU or local school**.
- Submit the approved and signed proposal form with proof of completion to your building administrator.
- Keep your plan, approved and completed proposal forms and all documentation of participation in activities: certificates of attendance, reflective logs, data collections, artifacts in your IPDP folder.
- Log your hours and/or activities on the back of your IPDP folder or on an electronic spreadsheet.

During April and May of years one and two of three year cycle

- Complete at least one review in the spring by your PDC representative and building administrator in each of the first two years for your recertification cycle.

Between January 1st and April 15th of the final year of your three year cycle

- Send your completed folder to your PDC representative, to your building administrator and finally to the Superintendent anytime between January 1 and April 15 of the year in which your certification is due for renewal.
- Upon final approval of completion of your three year IPDP, you may begin the new IPDP process and activities.

Prior to June 30th of the final year of your three year cycle

- You will get an email notification once your recertification has been recommended by the Superintendent.
- Log on to MyNHDOE to renew your certification.
- Reflect on your professional growth.

Educators who have not met the requirements for recertification, should meet with a PDC representative and building administrator to determine what needs to be done to be eligible for recertification.