



OSSE Educator Credential Renewal Requirements

NOTICE: Current renewal requirements shall remain in effect through December 31, 2016 for all credentials being renewed. Renewal applicants must present proper documentation verifying satisfactory completion of the equivalent of **90 clock hours or six college semester hours** of appropriate professional development activities completed within the previous four years.

**** Renewal Requirements as of January 1, 2017****

I. Teacher and Administrative Services Credential Renewal

To renew a standard teaching or administrative services credential, the credential holder must present appropriate documentation verifying satisfactory completion of requirements as outlined below in Options A or B:

- **Option A (Performance)** – The candidate must present proper documentation verifying achievement of a summative local education agency (LEA) evaluation rating of *effective* or *equivalent* for a minimum of three years achieved during the four year term of the credential being renewed.

- **Option B (Professional Development)** – The candidate must present proper documentation verifying satisfactory completion of the equivalent of **120 clock hours or eight college semester hours** of professional development activities completed during the four year term of the credential being renewed.

II. School Service Provider Credential Renewal

To renew a school service provider credential, the credential holder must present appropriate documentation verifying satisfactory completion of requirements as outlined below:

- **Requirement:** –The candidate must present proper documentation verifying satisfactory completion of the equivalent of **90 clock hours or six college semester hours** of professional development activities completed during the four year term of the credential being renewed.

III. Acceptable Professional Development Content Areas

Acceptable PD activities for all credentials shall address content from among the following:

➤ Increases content knowledge and competence in the subject area of the credential	➤ Increases knowledge of local, state, or national educational initiatives and goals
➤ Increases effective instruction and methodologies	➤ Improves school and community engagement
➤ Increases school leadership strategies and skills	➤ Increases knowledge of best practices and trends
➤ Increases knowledge of curriculum and standards (local, state, or national)	➤ Increases knowledge of resources and services for schools
➤ Increases knowledge of education laws and legislation	➤ Increases knowledge of technology standards in schools

IV. Proper Documentation of Satisfactory Completion of Renewal Requirements

Proper documentation confirming completion of professional development activities or effective performance completed during the applicable cycle shall be demonstrated by submission of the documentation listed below. Failure to submit documents that meet the conditions described below may result in the denial of the renewal request.

- Professional development transcripts generated by an employing LEA must be on official letterhead and bear the appropriate seals, signatures, and dates.
- Professional development certificates issued by organizations other than an employing LEA must include the following information: attendee/participant's full name; name of the provider presenting the activity/training; name or title of the activity/training; number of clock hours of activity/training completed; and dates of activity/training and bears the appropriate seals, signatures, and dates.
- Official transcripts issued by the registrar's office of the college or university where applicable coursework has been completed. Courses must indicate "Pass" or letter grade of "C" or higher to be accepted.
- Performance evaluation ratings completed for the applicable academic year(s) by an LEA must be properly signed and dated by all required parties.