

RENEWAL RESPONSIBILITY

It is the responsibility of each licensed employee to maintain his/her license in a current status to be eligible for employment. A Standard Professional II teaching license is valid for a period of five years from the effective date of issuance by the Licensure Section of the North Carolina Department of Public Instruction. License holders must renew their licenses each five-year period. Each local education agency (LEA) must certify that license renewal requirements have been met in order for its employees' licenses to be renewed.

The Office of Staffing Department in the Division of Human Resources will facilitate all decisions related to licensure renewal for Guilford County School employees.

CONTINUING EDUCATION UNITS

License renewal is based upon the earning of 15 continuing education units (CEUs) within each five-year period. Each semester hour of college or university credit is equivalent to 1.5 CEUs. For example, a 3-semester hour university course will yield 4.5 CEUs. For training not offered by a college or university, a CEU is equal to ten (10) clock hours of direct training by an instructor.

Of the fifteen (15) CEUs required for license renewal, up to five (5) CEUs may be earned for teaching experience (1 CEU for each year of full-time teaching during the five-year cycle). In addition, up to five (5) General CEUs can be earned during a five-year period for approved independent study activities.

The State Board of Education policy requires that all K-12 teachers must complete three renewal credits in their academic subject areas, including strategies to teach those subjects, as well as K-8 teachers complete 3.0 CEUs in reading credit each renewal cycle. The reading requirement applies to all teaching areas in grade K-8 teachers (all regular education teachers including art, music, and physical education), but excludes student services and administrative areas, (counselors, media specialists, etc.).

School Administrators must complete a minimum of five (5) CEUs during each renewal cycle focused on the Principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment and teacher retention.

Renewal credit, with the exception of credit earned for completing the National Board Certification process, cannot be carried over from one five-year cycle to another. Also, CEUs are not awarded in amounts less than .6 (6 hrs.) for each qualifying activity.

QUALIFYING ACTIVITIES

Renewal credit can be awarded only for courses, workshops, seminars or activities that are directly related to an employee's area(s) of licensure and/or professional responsibilities. However, such responsibilities as serving on curriculum or accreditation committees, chairing departmental meetings, sponsoring student activities, attending certain conferences and clinics, and serving as presenters at workshops **do not** carry license renewal credit.

In addition, consistent with Guilford County Schools' desire to minimize disruptions to the instructional process, the Office of Professional Development will avoid approving renewal credit for activities that occur during student instructional time unless attendance by the employee at such activity carries the endorsement of the principal.

PRIOR APPROVAL

Prior approval is required for all renewal credit events that are offered by any entity other than the Guilford County Schools, including state/DPI sponsored events, colleges, universities, technical schools and community colleges. "Prior Approval" means that an employee desiring renewal credit for a particular event must request approval before the start date of the event. Employees are encouraged to request approval three (3) weeks before the event begins.

Requests submitted after the ending date of the event will **not** be approved. Prior approval is necessary to comply with state regulations, which require an LEA to determine the appropriateness of awarding renewal credit for a specific event in advance of the event. Prior approval also helps to avoid misunderstandings regarding qualifying events and reduces the possibility of an employee paying to enroll in an event for which renewal credit will not be awarded.

REQUESTING PRIOR APPROVAL

All events that are not provided by GCS must receive prior approval. To request prior approval to earn renewal credits for attending a **NON-GCS** course, workshop, seminar, conference, etc., the employee should request approval via the GCS Professional Development website before they attend an event for which they wish to receive CEU credit. Failure to do so may disallow CEU credit. Requests should be made 3 (three) weeks prior to the start date of an event. CEU credit cannot be awarded for any course with less than 6 hours of instruction.

How to Request Prior Approval for a Non-GCS Event

1. Go to www.gcsnc.com
2. Click on the **Professional Development** link under the Quick Links menu.

3. Click on the **Register for Courses** button at the next screen.
4. Click on **Logon**. Enter your **User ID** and **Password**.
5. Click on **Logon**. Click on **Event Request**.
6. Click on **Create New Event**. Fill the data fields. Fields with a red asterisk are required fields.
7. Click on **Submit for Approval**.

The Office of Professional Development will review the request, make a decision with regards to awarding CEU credit for successful completion of the event, and inform the employee of that decision via their GCS email. Approval / Denial will be given within 2-3 weeks.

AFTER THE EVENT IS COMPLETED

Upon successful completion of the event, the employee should follow the directions provided below. It is very important that the employee return to the Professional Development website and mark "**I Have Completed This Event.**" Failure to complete this task causes CEU credits not to be posted to their transcript.

How to Get the Credit Posted Upon Completion

1. Go to www.gcsnc.com
2. Click on the **Professional Development** link under the Quick Links menu.
3. Click on the **Register for Courses** button at the next screen.
4. Click on **Logon**. Enter your **User ID** and **Password**.
5. Click on **Logon**. Click on **Event Request**.
6. If the event has been approved, click on the **Event** you have completed.
7. Scroll down to the bottom of the page and click on "**I Have Completed This Event.**" Click on **Done** located at the bottom of the page.
8. Submit documentation to Office of Professional Development, 501 W Washington Street Annex
 - College Credit: Submit **Official Transcript**. Only official university / college transcripts will be accepted.
 - Non-College Course: Submit Certificate of Completion and Agenda if CEU credit is not printed on the certificate and SS-4 form located on the GCS Professional Development website.
 - Conference: Submit Certificate of Completion, Conference Syllabus and SS-4 form located on the GCS Professional Development website.

Credit will **not be recorded** until the appropriate document is submitted to the office of Staffing Operations. To view your completed CEU credits, click on **View Transcript** from the Course Registration Home Page. You will see the **Courses Taken** and your **Current Course Registration Status**. Click on the **Print Friendly Transcript** link at the top of the page.

GCS-SPONSORED ACTIVITIES

Individual schools or various divisions within the Guilford County Schools often desire to conduct staff development activities which award CEUs to employees who participate in these courses. In such cases, the Office of Professional Development must approve the workshop, before renewal credit can be offered. Requests should be made 4 (four) weeks prior to the start date of the workshop.

Workshops must meet the following state standards:

- a minimum of six (6) clock hours of direct training by an instructor;
- workshop meeting times must be a minimum of two (2) hours at a time. CEUs are only granted for up to 6 hours of staff development per day.
- for all-day workshops, a one-hour lunch break must be provided to all participants. It is not acceptable to cut the lunch break short in order to release participants early from the workshop.
- For each 10 hours in a course, only one (1) of the 10 hours can be an outside assignment. Two (2) hours of homework assignments must be given to earn one hour of instructional credit.
- content and instructional activities designed in a sequential manner to develop specified competencies of a specific population;
- must be led by qualified personnel and directly supervised by the sponsoring school unit;
- credit is granted on the basis of program completion and achievement of specified individual performance, which is determined by individual evaluation of specified competencies.
- no partial credit can be given to any workshop participant. Participants who miss more than 30 cumulative minutes of any workshop are not eligible for credit.
- participants **must register** for approved GCS / site-based courses. Participants who attend, but do not register before the last day, **will not** receive CEU credit.

The Professional Development contact designated by the school's principal must create the online course description and session information and request approval from the Office of Professional Development. Course approval submissions should be completed four (4) weeks prior to the start date of the workshop.

Upon approval, the workshop will be posted on the Professional Development website. Participants should register for the approved GCS workshop prior to the start date of the workshop. Instructors are responsible for printing

the attendance sheet, signing the workshop roster and delivering it to the Office of Professional Development within three (3) working days after the workshop has been completed.

NATIONAL BOARD CERTIFICATION

Completion of National Board Certification is the equivalent of 15 CEUs for one renewal cycle (including reading and subject area CEU requirement). You can choose to use the CEUs for your current renewal cycle or "bank" them for the next renewal cycle. In order to receive credit, submit a copy of your congratulatory letter from NBPTS to the Staffing Department and indicate if you wish to use your credits for the current renewal cycle or the next cycle. You cannot use portions of the NBPTS CEU credit for the current renewal cycle and "bank" a portion for the next cycle.

For more information, visit the NC DPI webpage concerning NBPTS at <http://www.dpi.state.nc.us/nbpts/>.

QUALITY TEACHING

21st century teaching and learning provides the framework for professional development that is supported by the North Carolina Professional Development Standards, as adopted from the National Staff Development Council. These standards are the driving force for as we provide "high-quality, research based professional development activities that will lead to maximized teaching and learning.

Professional development that improves the learning of all students deepens educators' content knowledge, provides them with research based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to appropriately use various types of classroom assessments.

GCS EMPLOYEE SELF SERVICE

Don't be caught off guard! Keep yourself informed.

This link on the GCS website (Quick Links for Employees) allows you to keep up with your personal information. You can:

- Check your CEU information (cumulative credits and credit types);
- Edit your personal contact information; and
- Look up your past paycheck information.

QUESTIONS

Persons with questions concerning **licensure renewal** should contact the Office of Staffing Department at 378-8806. Persons with questions concerning the **renewal credit approval process** should contact the Office of Professional Development at 378-8811.

EARNING CONTINUING EDUCATION UNITS (CEUs)

for
Licensure Renewal

A Guide for Licensed Employees

Prepared by the
Office of Professional Development
Curriculum & Organizational
Development Division
and
Staffing Department
Human Resource Division

Guilford County Schools



**Guilford
County Schools**

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In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323.