

RENEWAL PLAN FOR FIVE-YEAR CERTIFICATION

The Wisconsin Administrative Code TCS-3, more commonly known as the Wisconsin Technical College Certification Code, calls for a district plan of recertification activities. In compliance with the code, this plan was adopted and made a District policy effective July 11, 1994.

Scope:

NTC personnel holding Five-Year Certificates (as described in TCS 3) may complete activities described in this plan to receive credit for renewal of certification. Six (6) credits are required to renew a Five-Year Certificate. The plan may apply to full time and part time certified staff in the following certification categories:

- Instructional Staff
- Instructional Administrators
- Instructional Related Administrators
- Instructional Supervisors
- Instructional Related Supervisors
- Counselors
- Librarians
- Instructional Specialists
- AODA Facilitators

Objective:

The objectives of this recertification plan are:

1. To stimulate professional growth of the staff.
2. To diversify professional growth activities.
3. To enhance the image of the college by encouraging staff to further extend their service to the community and district.
4. To ensure that staff members keep pace with ever changing concepts, procedures, and practices in education and in their field of technical specialty.
5. To meet the requirements of Wisconsin Administrative Code TCS-3.

Definition:

Professional Growth: Any activity of specific relevance to the staff member's responsibilities, in which the participating persons gain professionally and which has direct or potential value to Northcentral Technical College or the Wisconsin Technical College System. Activities considered as part of normal job responsibilities are not to be used as professional growth credits.

Prior Approval:

All requests should be approved prior to participating in a recertification activity. Prior approval is recommended but not required.

Credit Limits:

Credits and partial credits may be accumulated from any or all categories up to the maximum credit limit established for each category. Professional growth activities are defined as credit equivalents; 40 hours is one credit equivalent. Six (6) credits are required to renew a Five-Year Certificate.

Time Limits:

All activities used for certification renewal must be activities done during the five-year period. The only allowable carryover is an activity completed during the final summer of a renewal period, beginning no earlier than May 1 of that year. That activity may be applied toward either the period expiring on August 31 or the next renewal period, but not both.

Documentation:

- Official transcripts are required for graduate, undergraduate, associate degree or vocational diploma courses.
- Forms for verification of work experience are available in NTC's certification office, room C121, or telephone extension 4133.
- Verification of professional growth activities may include a certificate of attendance, a log of dates and hours of attendance/participation/preparation, agendas, or other verification as appropriate to the activity.

APPROVED RECERTIFICATION ACTIVITIES

1. Courses

Completion of a course in a subject area related to the individual's current or future role on a credit-for-credit basis. Courses are not required to be part of a structured program leading to the awarding of a degree to be acceptable.

- Graduate or undergraduate credits - maximum 6 credits
- Associate degree or vocational diploma credits - maximum 3 credits
- Audited courses acceptable for 1/2 the course credits - maximum 3 credits
- CEC (Continuing Education Credits) - maximum 3 credits
- CEU (Continuing Education Units) - maximum 3 credits

Values have been established as follows:

40 hours	=	1 CEC
10 hours	=	1 CEU
4 CEU's	=	1 CEC
1 CEC	=	<u>1 credit</u>

2. Work Experience

Appropriate related occupational experience which updates or increases skills or knowledge applicable to the employee's job will qualify as a recertification activity, up to an equivalent of six (6) credits.

1 credit	=	55 hours	4 credits	=	220 hours
2 credits	=	110 hours	5 credits	=	275 hours
3 credits	=	165 hours	6 credits	=	330 hours

3. Workshop, Conference, Seminar

Maximum: 3 credits

Attendance at a workshop, conference or seminar where the subject is related to the district's purpose and/or the individual's current assignment is accepted as an approved professional growth activity. Credits awarded will be based on hours of attendance.

This item is limited to a maximum of 3 credits (120 hours) per renewal period.

4. Teaching

Maximum: 3 credits

For teachers, teaching a graduate or upper-division undergraduate course will be acceptable as a professional growth activity, based on the same number of credits as earned by the student. This is limited to the first time teaching a course.

For non-teaching certified personnel, teaching a graduate, undergraduate, associate degree or vocational diploma course will be acceptable as a professional growth

growth activity. The activity must serve the District's purposes and/or the individual's current role with the district. Credit awarded will be based on hours of participation. This item is limited to 2 credits (80 hours) each recertification period.

10. Special Assignment or Activity

Maximum: 2 credits

A special job assignment or activity that is above and beyond the assigned load and which contributes to the professional growth of the staff member is acceptable as a professional growth activity. This may include District approved participation in a discipline review team or a program evaluation team, or technical assistance or consulting services provided to the public or private sector. This is limited to first time participation. This item is limited to 2 credits (80 hours) each recertification period.

11. Literary Accomplishment

Maximum: 2 credits

Researching, writing, and having published occupational oriented materials related to the staff member's role or to the purposes of education in general may be approved for professional growth credit. The amount of time devoted to preparation, research, and/or writing may be evaluated in calculating the professional growth time. Documentation should include a log of time spent on research and writing, and a copy of the published material. This item is limited to two credits (80 hours) each recertification period.

12. Community Leadership

Maximum: 2 credits

A leadership role as an officer or a governing body member in a professional (not work related) or community service organization is acceptable as a professional growth activity, based on the public relations impact enhancing the school and community may be acceptable as a professional growth activity. This item is limited to two credits (80 hours) each recertification period.

13. Community Service

Maximum: 2 credits

Community service could include presentations to community groups, and volunteer work for community agencies in an area related to the individual's area of instruction or job responsibility; e.g. residential design instructors working with Habitat for Humanity may be acceptable as a professional growth activity. This item is limited to two credits (80 hours) each recertification period.

14. Curriculum Development/Instructional Innovation

Maximum: 2 credits

Development of new curriculum for a course or major revision of existing curriculum may be acceptable as a professional growth activity. Revisions and updating curriculum which are part of an instructor's regular assignment cannot be used for recertification. Curriculum projects assigned to bring a person to full load cannot be used for recertification. The instructor must submit a detailed proposal describing the final product. The proposal must have departmental approval. Credit awarded will

be based on hours spent in development. This item is limited to two credits (80 hours) each recertification period.

15. Research and Development

Maximum: 2 credits

Conducting community studies, needs surveys, or evaluation studies not currently being conducted by Research and Development may be recognized as a professional growth activity. A written proposal detailing the project, objectives and desired outcome must be submitted for approval. The project must culminate in a written report and dissemination of information throughout the district. This item is limited to two credits (80 hours) each recertification period.

16. Occupational Certification/Licensing

Maximum: 2 credits

Completion of exams to attain occupational certification or licensure which is directly related to the individual staff member's current and/or future role or to the District's purposes may be acceptable as a professional growth activity. Preparation time and exam time may be used to calculate hours. This item is limited to two credits (80 hours) each recertification period.

17. Other Professional Development Activities

Maximum: 2 credits

Activities that do not fall under any of the previous certification categories may be considered. An activity is worthy of consideration if it is beyond the employee's normal contract obligations and if it involves practical experience that will enhance the person's understanding of the field/area in which he/she is working. It is advisable to get activities under this category pre-approved. This item is limited to two credits (80 hours) each recertification period.

Request for Approval of Activity to Renew Five-Year Certification

Name: _____

Date: _____

Mail Stop: _____

Supervisor: _____

CERTIFICATION RENEWAL ACTIVITY (Check one)

Academic Course work Work Experience Continuing Education

Professional Growth Activity

- ___ Workshop, Conference, Seminar (3 cr. max.)
- ___ Teaching - see page 3 of plan (3 cr. max.)
- ___ Facilitating Certification Learning Activities (6 cr. max.)
- ___ District Certification Learning Activity (2 cr. max.)
- ___ Professional Service (2 cr. max. - Chair or Officer)
(1 cr. max. - Committee Member)
- ___ Professional Presentation (2 cr. max.)
- ___ Job Enrichment (2 cr. max.)
- ___ Special Assignment or Activity (2 cr. max.)
- ___ Literary Accomplishment (2 cr. max.)
- ___ Community Leadership (2 cr. max.)
- ___ Community Service (2 cr. max.)
- ___ Curriculum Development/Innovation (2 cr. max.)
- ___ Research and Development (2 cr. max.)
- ___ Occupational Certification/Licensing (2 cr. max.)
- ___ Other Professional Development Activities (2 cr. max.)

Describe Activity: _____

Check one. Indicate number of:

- Credits _____
- CEU's _____
- Hours _____

Completion date of activity: _____

NOTE: Upon completion, submit documentation to the Certification Office (mail stop E). See page 2 of the plan for required documentation.

Approve Disapprove

Approve Disapprove

E-Unit or Team Representative

Certification Officer

NORTHCENTRAL TECHNICAL COLLEGE

CERTIFICATION APPEAL PROCESS

Purpose:

The purpose of the Certification Appeal Process is to promote voluntary settlement of any disputes concerning:

- The use of professional growth activities toward renewal of Five-Year Certification
--OR--
- The use of university courses to satisfy certification course requirements #50-69

The quickest way to settle most questions or problems resulting from certification decisions or actions is by a meeting between the individual and the Certification Officer. Most problems result from incomplete information, misunderstanding the information, or misunderstanding the requirements.

An individual can begin the appeal process after any denial of a request.

PROFESSIONAL GROWTH ACTIVITIES

Procedure to appeal use of professional growth activities toward renewal of Five-Year Certification

Step 1: Submit an Initial Request for Approval to the Immediate Supervisor

If an activity for recertification credit is disapproved by the immediate supervisor, the procedure listed below shall be followed:

1. Within 10 working days, requester presents to Supervisor a written statement supporting the professional value of the activity, and discusses the decision with him/her.
2. Within 5 working days after the discussion, the supervisor returns a decision in writing to the requester.

Step 2: Submit an Initial Request for Approval to the District Certification Officer

If an activity for recertification credit is disapproved by the immediate supervisor, the requester may choose to use the procedure listed below:

1. Within 10 working days after the supervisor's denial, the requester may appeal the decision to the District Certification Officer with the same written statement which was given to the immediate supervisor.
2. Within 10 working days after the receipt of the appeal, the District Certification Officer returns a decision to the requester, in writing.

Step 3: A Request for Appeal to the District Certification Committee

If an activity for recertification credit is disapproved or if a decision is not reached in 10 working days, the requester may choose to use the procedure listed below:

1. Within 10 working days after the decision by the District Certification Officer, the requester may appeal the decision to the District Certification Committee by sending a written request to the Chairperson, and attaching the written statement which was given to the immediate supervisor, and a copy of the denial of the request by the District Certification Officer.
2. Within 45 working days, the Chairperson shall convene a meeting of the District Certification Committee. A minimum of three of the five District Certification Committee members must be present.
3. The requester and the immediate supervisor may request to be present to answer questions and/or present arguments based on the written statement.
4. The Chairperson will inform the requester of the committee's decision, in writing, within five working days after the close of the hearing. The Chairperson will also inform the requester of their right to appeal the decision to the State Certification Committee.

Step 4: A Request for Appeal to the State Certification Committee

Decisions of the District Certification Committee can be appealed to the State Certification Committee by the requester or by the District Certification Officer. An appeal must be made within 45 working days after the District Certification Committee's decision, and must be based on the same documentation. Additional information cannot be included.

UNIVERSITY COURSES

Procedure to appeal use of university courses to satisfy certification requirements #50 to #69

Skip step 1.

Step 2: Submit an Initial Request for Approval to the District Certification Officer

1. Within 10 working days after the receipt of the appeal, the District Certification Officer returns a decision to the requester, in writing.

Follow steps 3 and 4 above.