

KITTERY SCHOOL DISTRICT 2019-2020

CERTIFICATION, AUTHORIZATION & RENEWAL PLAN (CARP)

CREDENTIALING TEAM MEMBERS:

R.W. Traip Academy:

Melissa Jolie, Chairperson

Penny Morrison-Draker, Assistant Chairperson

Shapleigh School:

Sandra Lutts

Jon Roth

Mitchell Elementary School

Laura Messersmith

Karen Seleb

Team Administrator:

Marilyn Woodside

**Certification, Authorization and Renewal Plan (CARP)
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**KITTERY SCHOOL DISTRICT
CERTIFICATION, AUTHORIZATION AND RENEWAL PLAN (CARP)**

Section A: Introduction and Purpose

The Kittery School District is comprised of Mitchell Primary School (grades K-3), Shapleigh School (grades 4-8), and R.W. Traip Academy (grades 9-12). We have a student population of approximately 1000 and a professional staff of approximately 200. The **Certification, Authorization and Renewal Plan** is designed to provide support for all Unit A staff and all Educational Technicians. The **Credentialing Team** functions within the plan, and has three primary purposes: (1) To support professional certification and authorization, and orientation of educators new to the Kittery School District. (2) To support teachers and educational technicians in certification and/or authorization renewal. (3) To serve as a link between teachers and educational technicians and their professional development/training needs to develop effective educational practice for all staff addressed in this plan. ***It is the ultimate responsibility of the Credentialing Team to provide the Commissioner of Education with recommendations for educational personnel seeking professional certification, authorization, professional and/or authorization renewal, authorization and/or certification advancement.***

All staff supported by this plan shall be responsible for creating an account in the Maine Educators' Portal under the Maine Department of Education. This is part of the Maine Educator Information System (MEIS).

Create an account here:

https://www.mymainecertification.com/SSO_PROD/Signin.aspx

Section B: The Credentialing Team

The Credentialing Team shall be comprised of the following: two representatives per building and one administrator. In addition, one of the above-referenced representatives shall be elected Chairperson, and one elected Co-chairperson annually, each spring.

Members of the Credentialing Team will also:

1. Induct new staff supported by this plan by informing them of their certification/authorization responsibilities and providing each with a copy of the Certification, Authorization and Renewal Plan.
2. Along with the assigned administrator, see that educators new to the district have been assigned a year-long mentor.
3. Supervise the development and submission of:
 - a) Professional Renewal Plans
 - b) Authorization documentation

Credentialing Team Responsibilities with regard to Renewal and Reauthorization

1. Assist all staff supported by this plan in the renewal/reauthorization process.
2. Work closely with the district's leadership to determine areas of need for professional growth.
3. Maintain necessary records related to renewal/reauthorization of staff.

Duties of the Chairperson

1. Meet all requirements as defined in Chapter 118.
2. Coordinate the setting of Credentialing Team meeting dates, times and agendas.
3. Facilitate Credentialing Team meetings.
4. Communicate as needed with the State of Maine Department of Education and other necessary parties.
5. Serve as the contact person for all Credentialing Team members.
6. Recommend teachers and educational technicians addressed in this plan for renewal or reauthorization, under the advisement of the Credentialing Team.
7. Act as the official spokesperson for the district in regard to certification/authorization issues.

Note: The co-chairperson and the administrative team representative will also be able to recommend staff for certification/authorization/renewal and reauthorization to the MDOE in the event that the chairperson is unable or unavailable to complete this duty.

Section C: Mentors

Each educator new to the district shall be assigned a mentor for one year. The mentor will acclimate the educator to the building and district as well as help them to understand district/building initiatives. They will also provide guidance and support in achieving professional goals and peer observation requirements. Mentors will also provide guidance and support in acquainting the educator with the PEPG (Professional Evaluation/Professional Growth Plan) and CARP (certification/authorization plan). They will serve as a "go to" person with questions and as a guide to know what to expect in each coming month (report cards; parent/teacher conferences, etc). Mentors will also assist their mentees in developing collegial relationships in the building and district.

Section D: Renewal/Renewed Authorization Process

Renewal Process for Unit A Staff:

All professionally certified staff must develop a Professional Renewal Plan (PRP) consistent with certification renewal and employment requirements of the district. The plan will be reviewed and approved by one of the educator’s Certification Team building representatives **prior to implementation of activities and/or coursework.** Upon completion of the plan, both the Certification Team building representative and the Certification Team Chairperson must sign off with their approval so that **renewal may be recommended in the Maine Educators’ Portal.** *In order to have your certification renewed, you must have documentation of six (6) credit hours of coursework or ninety (90) contact hours of professional development/professional growth, or a combination of both in a 5-year renewal cycle.*

Three options are available within the action plan to satisfy professional development/professional growth and, in turn, certification renewal requirements.

- 1. Six credits pertaining to education/endorsement area, or;**
- 2. One 3-credit course pertaining to education/endorsement area and forty five (45) contact hours as indicated, at a minimum, in the component areas below:**

COMPONENT AREA	# OF CONTACT HOURS
Knowledge of Subject (Endorsement Area)	Coursework (3 credits)
Special Education, 504, ELL, G&T, Intervention	Ten (10)
Curriculum, Instruction, Assessment, Data Analysis	Fifteen (15)
Technology	Five (5)
School/District/Community Contribution	Five (5)
Additional contact hours from any of the above	Ten (10)
Total	Forty-five (45) Contact Hours

NOTE: Each documentation/submission requires a Cover (Activity) Sheet

3. Ninety (90) contact hours as indicated, as a minimum, in the component areas below:

COMPONENT AREA	# OF CONTACT HOURS
Knowledge of Subject (Endorsement Area)	Thirty (30)
Special Education; 504; ELL; G&T; Intervention	Fifteen (15)
Curriculum, Instruction, Assessment, Data Analysis	Fifteen (15)
Technology	Five (5)
School/District/Community Contribution	Five (5)
Additional contact hours from any of the above	Twenty (20)
Total	Ninety (90) Contact Hours

NOTE: Each documentation/submission requires a Cover (Activity) Sheet

Professional Development Activities Approved for Professional Certificate Renewal
 Activities will typically be aligned with the educator’s Professional Renewal Plan and/or school committee, district or building goals.

1. Attending Conferences/Workshops/Seminars/Training
2. College Courses
3. Committee Work
4. Writing Professional Articles
5. Study and Discussion Groups
6. Action Research
7. Professional Reading/Professional Study
8. Travel Related to Endorsement Area
9. New Educator Mentor
10. Curriculum/Project/Competency/Rubric Development
11. Observation/Visitation
12. Peer Coaching
13. Grant Writing
14. Presenting Workshops
15. Supervising a Student Teacher/Intern
16. School/Community Service

It is the responsibility of all certified staff supported by this plan to maintain a current certificate while employed by the Kittery School District, as well as to provide the district with a copy of the respective document. The State of Maine is on a five-year recertification cycle.

Renewal Process for Educational Technicians

Educational Technicians are required to renew their authorization every five years. *In order to have your authorization renewed, you are required to have documentation of forty-five (45) contact hours or one 3-Credit college course in a five-year cycle. **Note that up to 5 contact hours per cycle may be attributed to school/community and/or district contribution.*** Documentation should be presented to the Certification Team representative for review; the representative will bring the documentation to the district meeting for signature by the Certification Team Chairperson. The Certification Team Chairperson will then recommend authorization renewal in the Maine Educators' Portal. **NOTE: Each documentation/submission must include a Cover (Activity) Sheet.**

All staff supported by this plan shall be responsible for setting up an account in the Maine Educators' Portal under the Maine Department of Education. This is part of the Maine Educator Information System (MEIS).

https://www.mymainecertification.com/SSO_PROD/Signin.aspx

Section E: ACTIVITIES

1. Attending Conferences/Workshops/Seminars/Training
Requirement/Process: Prior registration and approval by an administrator is required.
End product: Cover/Activity Sheet and a certificate of attendance or verification of participation attached.
2. College Courses
Requirement/Process: Approval by building administrator and superintendent are required. Submit transcript or grade report to Certification Team representative.
End product: Transcript or grade report and Cover/Activity Sheet.
3. Committee Work
Requirement: All newly formed committees must be approved by an administrator.
End product: Verification of participation and Cover/Activity Sheet.
4. Writing Professional Articles
This activity provides the opportunity to write articles that reflect on teaching and learning for submission to a professional publication.
Requirement/Process: Submit a copy of the published article or a draft of the article submitted for publication to building administrator and a log documenting hours/time spent on this activity.
End product: Cover/Activity Sheet.

5. Study and Discussion Groups

Requirement/Process: Approval of the group's topic/content is required by building administrator. The facilitator of the group will keep a log of attendance.

End product: Verification of attendance and Cover/Activity Sheet.

6. Action Research

This is a form of disciplined inquiry that involves educators in a process of selecting a focus group, collecting data, analyzing and interpreting data, and taking action.

Requirement/Process: The components of action research include: (1) Hypothesis statement; (2) Action plan; (3) Data Collection; (4) Data analysis and evaluations; (5) Formulated conclusion; (6) Written study that is made available for others to read and use; (7) Plan to use the knowledge gained from the study; and, (8) Final report reflecting on the impact of the action research on professional growth, student achievement, and application to current setting.

A written plan is submitted to building administrator for approval should include the first two components named above. If the plan is approved, the educator should then proceed with the action research. As each component is completed, it should be submitted to building administrator for approval and verification of hours. The educator should keep track of hours spend in each certification component area as he/she works through the activity. **Note: this activity may take up to three years to complete, except in the case of an individual's fourth or fifth year of the recertification cycle.**

End product: Administrator sign-off on each completed component of the action research, including the final report, and Cover/Activity Sheet.

7. Professional Reading/Professional Study

A maximum of twenty (20) contact hours will be allowed for this activity in a five-year recertification cycle.

This activity provides opportunities to enrich knowledge in the field, build existing knowledge and enhance teaching methodologies by reading professional journals and/or books, including digital/audio books and media. Webinars, TED talks, and self-teaching activities such as on-line tutorials are also considered in this area.

Pre-approval: Signed administrator pre-approval form is needed for this activity.

Requirement/Process: Summary document of reading and learning to CARP building representative.

End product: Document summary and Cover/Activity Sheet.

8. Travel in Endorsement Area
A maximum of twenty (20) contact hours will be allowed for this activity in a five-year recertification cycle.
This activity allows educators to use travel to enrich and build content knowledge and enhance teaching practices, resulting in an impact on student learning.
Requirement/Process: Prior to travel, submit to building administrator for approval a description of the trip and include an explanation of how the travel experience will impact student learning.
End product: Lesson plan integrating the travel experience with student learning and Cover/Activity Sheet.
9. Certification Mentor
Process: Appointment by Director of Curriculum and Instruction.
End product: Completion of mentor network portion of this plan and Cover/Activity Sheet.
10. Curriculum/Program/Competency/Rubric Development
Requirement/Process: The teacher/team of teachers will meet with building administrator to discuss the proposal for new/revised curriculum or program. (Building Administrator and Curriculum Director will discuss its applicability to the overall district curriculum). Submit completed document to Building Administrator and Curriculum Director.
Pre-Approval: Pre-approval form completed by Administrator.
End product: Cover/Activity Sheet.
11. Observation/Visitation
Requirements/Process: *Requests* and approval for observations and/or visitations must be made through the building administrator prior to the activity. Peer observations made through the PEPG Evaluation Plan only need to follow the process in the PEPG plan.
End product: Cover/Activity Sheet.
12. Peer Coaching/Mentoring
Activities in which an educator works with another educator to enhance job-related skills, knowledge and/or classroom practice.
Requirement/Process: Submit proposal to building administrator describing the purpose and relative time span. This opportunity may arise as a result of administrator request.
End product: Cover/Activity Sheet
13. Grant Writing
Requirement/Process: Submit completed grant application to the building administrator for approval.

End product: Cover/Activity Sheet

14. Presenting Workshops/Training Colleagues

Requirement/Process: Submit proposal to the Curriculum Director or Building Administrator. Include a brief description of the activity, the target audience, and an explanation of how the workshop/training will impact work responsibilities, instruction and/or student learning. Preparation time may be included as part of this activity.

End product: Cover/Activity Sheet

15. Supervision of a Student Teacher/Intern

This activity is equivalent in contact hours to a three-credit college course.

This activity is for teachers with two or more years in the Kittery School District who hold a Maine professional certificate. The teacher will act as a coach and role model to an individual in a district sponsored student teaching or internship position.

Requirement/Process: Prior approval by building administrator. Completion of all required training and paperwork from the sending institution for supervision.

End product: Cover/Activity Sheet

16. School/Community Service

A maximum of ten (10) contact hours will be allowed for this activity in a five-year cycle.

This activity involves giving service **that is beyond the regular teaching duties and working day** to the school community in a variety of ways. Examples include chaperoning schools dances, fundraisers for school events, attending student art presentations, attending parents' nights, attending musicals and music/arts events, etc.

End product: Cover/Activity Sheet.

Section F: Staff Survey on Professional Development Opportunities

The staff will be surveyed annually in the spring to provide input into professional development needs.

Section G: Credentialing Team and Representative Decisions

All decisions of the Credentialing Team will be made in a professional, fair and equitable manner. In the event that staff members do not follow procedures for recertification or authorization renewal, this issue will be brought to the team for consideration. A staff member who feels that a Credentialing Team representative's decision is not correct should present this concern to the district team, as a whole, for re-consideration. Consensus will be utilized for the team decision. In the event that a decision needs to be made by the district team, at least one representative

from each building and either the chairperson or the co-chairperson must be present. If consensus cannot be reached, the administrative representative shall make the final decision.

All materials gathered during the course of the certification/authorization process are to be considered legally confidential. No materials, either written or verbal, may be divulged to any outside sources, including building principals, other administrators, other teachers, and any other staff, unless the individual expressly gives permission in writing. It is the responsibility of each support team member to respect the individual's right of confidentiality.

Section H: Teaching Standards

The teaching standards, core propositions, standard indicators and rubrics are the same as in the district Professional Evaluation/Professional Growth Plan (PEPG Plan).

Kittery School District

**COVER/ACTIVITY SHEET
Documentation of Activities and Contact Hours
TO BE USED BY ALL STAFF INCLUDED IN THE CARP**

NAME: _____ **Date:** _____

PROFESSIONAL DEVELOPMENT ACTIVITY (Check One)

Training, work shops, seminars, conferences		Study and discussion groups		Certification mentor		Grant writing
College courses and CEUs		Action research		Curriculum/program/competency/rubric development		Presenting workshops or training colleagues
Committee work		Professional reading/study		Observation or visitation		Supervision of student teacher/intern
Writing professional articles		Travel in endorsement area		Peer coaching		School/community service

COMPONENT AREA (Hours may be distributed among a number of areas)

Area	Hours
Endorsement Area (Knowledge of Subject)/Renewal Area	
Special Services/504/G&T/Intervention/ELL	
Curriculum, Instruction/Assessment/Data Analysis	
Technology	
School/District/Community Contribution	

Description of activity:

_____ Date: _____
Administrator/Trainer/Team Leader Signature

_____ Date: _____
Pre-approval signature if applicable

**KITTERY SCHOOL DISTRICT
CERTIFICATION, AUTHORIZATION AND RENEWAL PLAN (CARP)**

RENEWAL COMPLETION FORM

NAME

Of Educator/Applicant: _____

Certificate/Authorization Expiration Date: _____

Type of Certificate/Authorization: _____

Reviewed by building Credentialing Team representative:

Signature and Date

Printed Name of Credentialing Team representative

Applicant Signature and Date

The signature below of the CARP Chairperson indicates that requirements have been met for re-certification/re-authorization under the Kittery School District CARP Plan and that the applicant named above is eligible for renewal.

Recommended for Renewal by (CHAIRPERSON of Credentialing Team):

Signature of Chairperson

Date

Printed Name of Chairperson

**KITTERY SCHOOL DISTRICT
CERTIFICATION, AUTHORIZATION AND RENEWAL PLAN (CARP)
ACTIVITY PRE-APPROVAL FORM**

NAME

Of Educator: _____

DESCRIPTION of Activity (please be as specific as possible):

SPECIAL STIPULATIONS (if any):

Administrator Signature **Date**

Educator Signature **Date**

PLEASE GIVE COMPLETED, SIGNED FORM TO CREDENTIALING TEAM BUILDING REPRESENTATIVE.

**KITTERY SCHOOL DISTRICT
CERTIFICATION, AUTHORIZATION AND RENEWAL PLAN (CARP)**

**PROFESSIONAL RENEWAL PLAN
for Recertification and Reauthorization**
Due by September 15 of your first year in the 5-year renewal cycle.

NAME: _____

Date of Certificate/Authorization Expiration: _____

Type of Certificate(s)/Authorization: _____

Endorsement Area(s): _____

Please check which option you wish to pursue to fulfill your recertification requirement:

Unit A:

- _____ 1. Six college credits pertaining to your education/endorsement area.
- _____ 2. One three-credit course pertaining to your education/endorsement area and forty-five contact hours in the specified component areas.
- _____ 3. Ninety contact hours in the specified component areas.

Educational Technicians:

- _____ 1. One three-credit college course pertinent to education and current setting.
- _____ 2. Forty-five contact hours pertinent to education and current setting.

Signature and Date of Building Credentialing Team Member

Signature and Date of CARP Credentialing Chairperson

**KITTERY SCHOOL DISTRICT
CERTIFICATION, AUTHORIZATION AND RENEWAL PLAN (CARP)**

ACTION RESEARCH FORM

NAME: _____ Date: _____

1. HYPOTHESIS STATEMENT

2. ACTION PLAN

Additional components required to be submitted upon completion:

- Data Collection
- Data Analysis and Evaluation
- Formulated Conclusion(s)
- Written Study That is Made Available for Others to Read and Use
- A Plan to Use the Knowledge Gained from the Study
- A Final Report Reflecting on the Impact of the Action Research on Professional Growth, Student Achievement, and Application to the Current Setting

Hypothesis and Action Plan Accepted:

Signature and Date of Building Administrator