

Five-Year Certificate Renewal Plan for Renewal for the Standard Professional Certificate (SPC2) to Obtain the Advanced Professional Certificate (APC)



Office of Human Resources and Development
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
 45 West Gude Drive, Suite 2300, Rockville, Maryland 20850

MCPS Form 440-36
 September 2018
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INSTRUCTIONS

Develop a 5-year plan to ensure you complete the coursework necessary to qualify for the APC; distribute the form as specified below when requested by the Certification Unit; and keep a copy of your plan to review yearly to make any revisions necessary to meet the requirements by the expiration of your SPC2. Official transcripts must be submitted to the Certification Unit to document completed coursework.

REQUIREMENTS

The proposed plan must include any outstanding MCPS employment contingencies and State reading requirements, if applicable.

OPTION 1: Completion of a master's or higher degree in a certification area directly related to public school education, including 6 semester hours related to your specific discipline and 6 semester hours in reading, if applicable.

OPTION 2: Hold a National Board Certification and complete a minimum of 12 semester hours of graduate credit including 6 semester hours in reading, if applicable.

OPTION 3: Complete at least 36 semester hours of approved content or professional education coursework directly related to public school education earned after the conferral of the bachelor's degree to include a minimum of 21 semester hours of graduate coursework. A maximum of 15 semester hours of undergraduate or Maryland State Department of Education (MSDE) continuing professional development (CPD) credits can be used.

NOTE: *If you satisfy one of the options above early in your SPC2 renewal cycle, at least 6 semester hours must be completed during the SPC2 validity dates. If you qualify for the APC early and wish to accelerate your certificate renewal validity dates to the APC, please send a written request to the Certification Unit.*

CERTIFICATE RENEWAL PLAN (Samples on reverse side)

PROPOSED PLAN (Coursework Completed to Date): List the coursework already completed toward the requirements noted above for Option ____.

PROPOSED PLAN: List the coursework or degree you plan to complete toward the requirements for Option ____ above.

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Standard Professional Certificate 2 (SPC2) Validity Dates: From ____/____/____ to ____/____/____.

Certificate Holder's Name (Please Print) _____ Employee ID# _____

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Certificate Holder's Signature _____ Date ____/____/____

DISTRIBUTION: After completion of proposed plan, sign this form electronically, save as a PDF, and email to the Department of Staffing/Certification Unit at Certification@mcpsmd.org; COPY 2/Certificate Holder; COPY 3/School/Office file

SAMPLES

CERTIFICATE RENEWAL PLAN, OPTION 1
(options on reverse side)

PROPOSED PLAN (Coursework Completed to Date):

CPD EB-60 (3 credits) and CPD HR-21 (3 credits)

PROPOSED PLAN:

Complete master's degree in school administration

Year 1: No change

Year 2: Decided to change to a master's degree in music education

Year 3: Finished 12 credits towards master's

Year 4: Finished 12 credits towards master's

Year 5: Finished last 12 credits toward master's, degree pending May conferral

CERTIFICATE RENEWAL PLAN, OPTION 2

PROPOSED PLAN (Coursework Completed to Date):

CPD EB-60 (3 credits) and CPD HR-21 (3 credits)

PROPOSED PLAN:

Complete 21 graduate credits in ESOL and 9 additional CPD credits in special education, Spanish, and sign language

Year 1: Completed 9 graduate credits through Trinity Washington University in ESOL courses

Year 2: Completed CPD SA-35 (3 credits)

Year 3: Completed 9 graduate credits through Trinity Washington University in ESOL courses

Year 4: Completed CPD FL-16 (3 credits)

Year 5: Completed 3 graduate credits through Trinity Washington University in ESOL courses and CPD FL-18 (3 credits)