

CARTERET COUNTY PUBLIC SCHOOLS

RENEWAL CREDIT PROCEDURES

Prior approval by your principal, supervisor or site based management team (or subcommittee) is required in order to obtain credit for your activity. The school system reserves the right to deny credit for any activity that is not pre-approved.

Before enrolling in any activity away from your school site that establishes renewal credit, complete the top section and have approved by your principal or supervisor:

(SD-1) PRIOR APPROVAL FOR LICENSE RENEWAL/CERTIFICATION OF CREDIT FORM

If this activity involves time away from your school and requires funding, also complete and have approved by your principal or supervisor:

(SD-2) REQUEST FOR PRIOR APPROVAL PROFESSIONAL LEAVE FUNDING FORM

After you have finished the activity, complete the bottom of form **SD-1**. Submit forms **SD-1** and if used **SD-2**, to the individual at your school designated to track renewal credits. They will enter the credits locally into their tracking system and will update the Office of Human Resources monthly

If your school sponsors a locally planned activity, the principal or supervisor sponsoring the activity will complete:

(SD-4) LOCALLY PLANNED STAFF DEVELOPMNET FORM.

If you attended a locally planned activity at your school, sign or initial the role sheet from that activity which will then be entered into your school's tracking system.

Documentation verifying participation must include one of the following:

- the **SDPI Credit Form** or local **Certificate of Credit**,
- **transcript** from a University or College,
- **your signature at the bottom of SD-1 certifying that you attended or successfully completed the activity.**

An agenda, workshop flyer, or worksheets are not needed for proof of attendance.

The central office computer system is linked to the State Department of Public Instruction and is the **official** tally of renewal credits. Contact the **Licensure Specialist** here in the central office should you have questions concerning the awarded credits.

You can request a printout from your school's tracking system designee at any time. A written request must be made to the **Office of Human Resources** to obtain an **official** printout of your total credits.