

CARTERET COUNTY PUBLIC SCHOOLS

RENEWAL CREDIT REQUIREMENTS & PROCEDURES

Prior approval by your principal, supervisor or staff development coordinator 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 of the **PRIOR APPROVAL FOR LICENSE RENEWAL/CERTIFICATION OF CREDIT FORM (SD-1)** and have it approved by your principal or supervisor.

After you have finished the activity, complete the bottom of the **SD-1** form. Required documentation must be attached to the **SD-1** verifying participation and must include one of the following:

- **Certificate of Credit**
- **transcript** from a University or College

Submit the completed **SD-1** form to the HR Data Manager, Misti Anderson, within one (1) week of completion.

If this activity involves time away from your school and requires funding, also complete and have approved by your principal or supervisor a **REQUEST FOR PRIOR APPROVAL PROFESSIONAL LEAVE FUNDING AND ABSENCE FORM (SD-2)**.

If your school sponsored a locally planned Staff Development activity, the principal or supervisor sponsoring the activity will complete a **LOCALLY PLANNED STAFF DEVELOPMENT FORM (SD-4)**.

If you attended a locally planned staff development activity, sign in on the staff development roster for that activity. The facilitator of the staff development will send a copy of the roster to the HR Data Manager, Misti Anderson, within one (1) week of completion.

Principals & Facilitators: If you are submitting an SD-4 and roster for a PLC, you must attach meeting minutes in order to receive credit. A blanket SD-4 form can be completed for the school year and remain on file at Central Services. The Principal/Facilitator will need to send the roster and PLC minutes to Misti Anderson within one (1) week of the meeting date. **Note: Facilitators do not receive credit for workshops etc. per NC DPI.**

Educator's CEU history is available through **TimeKeeper**. Contact the **Licensure Specialist**, Georgiana Small, at Central Services should you have questions concerning the awarded credits.