

**Pacific Union Conference Standard, Professional, and Administrator Certificate of Renewal
Application for Professional Activity Credits – 2015-2016 School Year**

Please return the completed and signed form to the Office of Education no later than **June 10, 2016**.

Date: _____ Teacher: _____ School: _____

Date	Central California Conference	Clock Hrs Possible	Clock Hrs Earned
August 12	Friendship Games Commissioners' Web Meeting	2	
August 13	Principals' Council	4	
August 11	Mentor-Mentee Training		
September 17	CCC 9-12 Curriculum Committee	6	
October 15	Board of Education	4	
November 12	CCC Elementary Curriculum Committee	6	
December 4	Board of Education	2	
February 11	Board of Education	4	
February 22	CCC Elementary Curriculum Committee	6	
February 25	Principals' Council	4	
April 28	Principals' Council	4	
May 12	CCC Secondary Curriculum Review	10	
May 5	K-12 Board of Education	4	
School Year	Veteran Mentor Teachers (full participation)	55	
School Year	Mentee Teachers (full participation)	50	
School Year	WASC/AAA Training (3 stages provided by AAA/WASC)	15	
School Year	Bible Challenge Committee	20	
School Year	Spelling Bee Committee	30	
School Year	Friendship Games Sports Ministry Commissioners	25	
	Pacific Union Conference		
September 20-21	Small Schools 5-8 Multi-Grade Workshop	10	
September 24-26	Union Student Leadership Conference	6	
September 9	WASC/AAA Mid-Cycle In-service	2	
October 5	Registrars' In-service	5	
October 6	Focus on Learning In-service	5	
October 7-8	Union K-12 Curriculum Committee Meeting	12	
November 16	Educational Leadership Council	4	
November 17-18	Fall Education Council & Principals' Council (7 hours per day attended)	7-14	
February 2	Educational Leadership Planning Session	4	
February 3	Superintendents' Council	4	
February 29-March 1	Union K-12 Curriculum Committee	12	
April 11	Educational Leadership Council	4	
April 12-13	Spring Education Council (7 hours per day attended)	7-14	
School Year	Secondary Self-Study Coordinating Committee Chairs	30	
School Year	Secondary AAA/WASC Visiting Committee Team Member	30	
School Year	Elementary/Junior Academy School Evaluation Visiting Committee Member – One day (8 hrs), Two days (16 hrs)	(8) or (16)	

School/Conference Approved/Sponsored (Must have prior approval from CCC Office of Education):

	Differentiated Instruction CCC Team Meetings and Observations		
	Pastor-Teacher Collaboration Days	Max of 5 per session	
June 6, 2016	Social Studies In-service		
June 7-9, 2016	DI Train the Trainer, Model Classroom Training		

Professional Conferences / Meetings, and Regional / National Conventions and other Professional Activities:

July 6-10, 2015	DI Convention – Las Vegas (6 hours per each day attended)	Up to 30	
July 13-17, 2015 or June 20-24, 2016	EXSEED Workshop for Math, Science, and Technology Teachers	50	
School Year	ASCD PD In-focus (must complete attached form)	Up to 50	
School Year	NAD and TDEC sponsored Webinars (please list topics on back)	1 each	
January 25-26, 2016	PUC Physical Ed & Health in-service	10	

Professional Growth Reading Plan: (25 clock hours) I, _____, certify that I have read the 5 issues of the *Journal of Adventist Education* and at least one book from Group B and 4 other books from two or more different categories on the Pacific Union Conference reading list. **I understand that I cannot receive partial credit for doing a portion of this requirement.**

Current Certificate: _____ Year Expires: _____

Teacher Signature: _____

<u>Office of Education Use Only</u>
Total Number of Clock Hours: _____

PROFESSIONAL ACTIVITY CREDIT CRITERIA AND GUIDELINES

The following criteria and guidelines apply to Professional Activity Credits (PAC) for participation in professional activities by education personnel in the Pacific Union Conference.

- 1. Twenty-five (25) clock hours will equal one quarter hour of non-academic Professional Activity Credit.
- 2. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
- 3. The report of involvement in professional activities is to be submitted to the conference office of education annually on the approved form. In special circumstances, an activity for which PAC credit is desired may be granted for the previous school year.
- 4. Professional Activity Credits **are not applicable** for the renewal of the Conditional or Basic Certificates.
- 5. Professional Activity Credit may be applied to renewal of the *Standard, Professional and Administrator Certificates* as follows:
 - a. Renewal of the Standard Certificate - requires fourteen (14) quarter hours. A minimum of six (6) quarter hours of academic credit must be earned in an accredited institution.
 - b. Renewal of the Professional Certificate - requires nine (9) quarter hours which may be earned by either academic credits or approved Professional Activity Credits.
 - c. Renewal of the Administrator Certificate - requires nine (9) quarter hours which may be earned by either academic credits or approved Professional Activity Credits.
- 6. Professional activities submitted for credit are to contribute directly to the professional growth and enhance the employee's professional skills or expertise. These include but are not necessarily limited to the following:
 - a. Professional Growth Reading Certificate – Twenty-five (25) clock hours of professional activity credit. **No partial credit allowed.**
 - b. Education tours. Prior approval must be received for a tour for which Professional Activity Credit is desired. Twenty-five (25) clock hours or one quarter hour per week with a maximum of four (4) quarter hours per five years will be granted. Up to two quarter hours of PAC credit per week may be granted when the tour is conference-sponsored.
 - c. Professional reading, viewing video tapes and/or listening to audio tapes. A total of (2) quarter hours may be granted per year subject to the following:
 - (1) Prior approval for the activity shall be received from the superintendent of schools or designee.
 - (2) The content of the activity must be based on current educational related topics of research in education.
 - d. School-sponsored in-service activities or special programs under the auspices of the principal.
 - e. Union and/or local conference sponsored activities. The designated number of hours allowed for the PAC will be designated by the sponsoring organization.*
- 7. Supervision of student teachers (up to 100 clock hours of credit per renewal)
 - a. Classroom teachers who supervise one (1) or more methods, students may be granted 25 clock hours of credit for each quarter that they supervise.
 - b. Classroom teachers who supervise a student teacher may be granted 50 clock hours of credit per quarter.
 - c. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
- 8. Approved miscellaneous activities. Clock hours are approved by the conference of education personnel.
 - a. Teaching higher education courses. Equivalent hours granted in clock hours. (Example: a two quarter hour course would be 50 clock hours.)
 - b. Conference and/or union approved committees. i.e. Board of Education, Executive Committee.
 - c. Conference mentor teacher program.
 - d. Submission of articles for CIRCLE.
 - e. College/University publication workshop.
- 9. The following do not qualify for Professional Activity Credit:
 - a. Classes, workshops and/or seminars of which academic credit is received.
 - b. Any activities which arise out of the normal course of a person's duties.
 - c. Membership on a school planning, school standing or ad hoc committees.

*Union Curriculum Committee - 12 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7 clock hours per day of attendance)

*School Evaluations: Elementary/Junior Academy (one day visit team member) - 8 clock hours
Elementary/Junior Academy (two day visit team member) - 16 clock hours
Elementary/Junior Academy Visiting Committee Chair - 20 clock hours (2 day visit)

K-12, K-10 or 9-12 (WASC Visiting Committee Chair) - 90 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC School Self-study Coordinating Committee Chairs) - 30 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) - 40 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) - 20 clock hours (2 day visit)