

Flowchart for the Re-certification Process

At the beginning of a new certification cycle, reflect on collected data by conferencing with an administrator (at all levels) and set three year goals at the individual, school-wide and district-wide level, OR if appropriate, set annual goals for each year of the cycle

Participate in activities related to goals
Important Dates for Activity Completion Forms:
Oct. 15 – Summer Activities need to be Completed/Submitted
June 1 – All Activities for that School Year need to be Completed/Submitted

Individual will document completion of activities using either the ACTIVITY COMPLETION FORM or SAU-WIDE/DISTRICT-WIDE PROFESSIONAL DEVELOPMENT SPONSORED ACTIVITIES EVALUATION FORM

Professional Employees and Administrators
Number of Hours Needed Over 3 Year Cycle: 75
30 hours for each certification – put this under #1
Distribute the remaining 45 hours among one or more of components 2 – 7.

Paraprofessionals
Number of Hours Needed over 3 Year Cycle: 50
20 hours for each certification – put this under #1
Distribute the remaining 30 hours among one or more of components 2 – 7.

For the ACTIVITY COMPLETION FORM, an individual must enter goal, how it relates to goal, what type of activity was completed, and a verifying official's signature or a certificate of completion or a copy of transcript with a grade

Before turning in the ACTIVITY COMPLETION FORM to Professional Development Representative, it must be signed by an administrator

Professional Development Representative(s) will sign the ACTIVITY COMPLETION FORM and give the yellow copy back to the individual. The white copy along with a copy of the certificate of attendance or transcript will be sent to Central Office. Once this paperwork is at Central Office, all questions regarding it or the status of an individual's certifications hours must go directly to Kathy Sousa at 775-8657, ksousa@sau16.k12.nh.us or Sue Fournier at 775-8678, sfournier@sau16.k12.nh.us

In the fall, previous to renewing a certification cycle during that school year, Central Office sends an information sheet to each of those individuals informing them if they have the hours needed.

All activities completed by April 15 (tax day) during the last year of the certification cycle will be counted towards that cycle. April 16 begins the new cycle.

In the spring of a renewal year, Central Office sends those individuals the paperwork needed to send to the state to apply for new certification(s). Individual is then responsible for sending that paperwork along with the fee to the state to receive their new certification(s). Once the individual receives the certificate, a copy must be made and sent to Kathy Sousa at Central Office.