

## MSAD 75 Certification Council Fall 2007

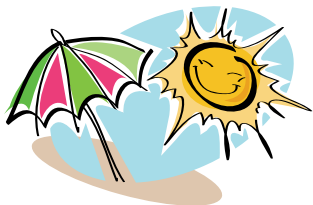
Please add this year's newsletter to your certification materials. We recommend you keep all your materials related to certification in one place. All information including forms can be found on the Certification Web Site.



<http://www.link75.org/bcs/cert/index.htm>

## Course Approval: for Professional Renewal

All courses taken for recertification credit must have prior approval from the Certification Council. Please remember to have your building representative check your professional renewal plan (PRP) before it is sent to Doreen Swanholm at Mt. Ararat Middle School.



### Pre-Approval for Summer Course Work:

If you took a course or did other work during the summer, for which you want to receive recertification credit, please submit a professional renewal plan for retroactive pre-approval to Doreen Swanholm (Mt. Ararat Middle School) **no later than Wednesday, September 5**. Summer courses will be approved at the September 10th meeting only .

## Correspondence:

Please remember to include the expiration date of your certification on all correspondence to the Council. Files are organized by expiration dates. Your help in this matter saves time and assists us in serving you. It is also a huge help if you attach a copy of your approved plan with any documentation of course work being sent to the Council.



## Certification Council Members:

**Chairperson:** Doreen Swanholm, Mt. Ararat Middle  
**Co-chair:** Kate Greeley  
**Superintendent:** Mike Wilhelm  
**Administrator:** George Jenkins, Bowdoin Central  
**Building Representatives**  
**Bowdoin Central:** Beth Brackley  
**Bowdoinham Community:** Mel Banton  
**Harpwell Islands:** Debbie O'Neil  
**Mt. Ararat High:** Claudette Brassil, Carole Grimm ,  
Dennis Edmondson  
**Mt. Ararat Middle:** Doreen Swanholm, Carol Wells,  
Barbara Linnehan-Smith  
**West Harpswell:** Julie Gaudet  
**Williams-Cone:** John Anagnostis  
**Woodside:** Jill Beal, Sandra Horrocks

If you have questions about your certification, please ask your building representative. You may also contact Doreen via e-mail([swanholmd@link75.org](mailto:swanholmd@link75.org)). Please remember that council members are also full-time teachers. It may be helpful to make an appointment to see them.



## Council Meeting Dates:

The Certification Council meets the first Monday of each month. All TAP's, PRP's and portfolios must be sent to the Certification Chair the Monday prior to the meeting date in order to be assured a place on the agenda for the meeting. Items not received by the above deadline will be held and acted upon at the next month's meeting.

## Meeting Dates for 2007-2008

September 10  
October 1  
November 5  
December 3  
January 7  
February 4  
March 3  
April 7  
May 5  
June 2

The last meeting of the year will be June 2, 2008. No action regarding certification will be taken after that until September 2008.

## Send Copies of Certificates:

**NOTE:** If you are new to the district or have completed the recertification process, you must submit two copies of your most recent certificate. Send one copy to the Central Office (Becky Brilliant) and the second copy to the Certification Chair (Doreen Swanholm, Mt. Ararat Middle School). Copies need to be on file by November 1, 2006, or you risk reduction in salary to the per diem substitute rate of pay.

## New Teachers:

Certification is your responsibility. You need a license to teach in the state of Maine. It is your responsibility to meet all deadlines. The council is willing to assist you in any way we can, but it is ultimately your responsibility.

If you have a conditional certificate, you must send a copy of both your certificate and a copy of the letter listing state requirements to the Council Chair by **September 5, 2007**.

## Portfolios:

- If you plan to submit a portfolio for recertification, please follow the product descriptor found on the web site.
- Deadline for 2008 certificates is **September 30, 2007**.

## Reminder about Late Fees:

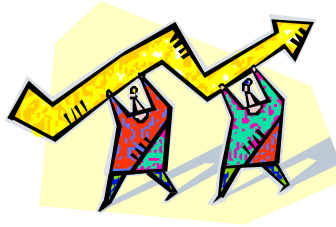
The state charges a fifty dollar late fee for certification renewal applications not received before September 30.

## Important Dates:

- September 30 Portfolios due for 2008 renewal
- November 15  
Conditional Teacher action plans due  
Provisional Teacher action plans due
- January 1 all documentation for course work due for 2008 renewal

## Provisional/Conditional Certification Teachers:

You are required to have a support team for two years. Please see building reps for more information about this process. Plans need to be submitted by November 15, 2007.



## Transitioning to a Professional Certificate?

Check with your building representative or the certification website to learn about this process.

Below is just a little bit of information to get you started.

## How to Renew a Professional Certificate:

1. Go online and download the Professional renewal plan (PRP).
2. Write two broad goals that fit your professional growth plan. You can earn up to 45 hours per goal (90 hours needed).
3. Write strategies that fit your goal and are measurable.
4. Give your PRP to your building representative.

*For more information, please check out the certification website.*

## Color:

To make your life easier we no longer require forms to be printed on colored paper.

