**Kennebec Consortium for School Administrators**

* **Overview**

**RENEWAL OF PROFESSIONAL CERTIFICATION:  THE KCSA PROCESS**

The procedures that have been developed for renewing professional certification through the Consortium are an outgrowth of the Certification Pilot Project which gave rise to KCSA.  Further, they reflect the requirements of State statutes and State Board of Education regulations.  By design, the process places emphasis on professional growth, which is the underlying purpose of recertification.

The following sections detail requirements and procedures that provide the framework for the recertification of most administrators employed in member school districts.

* **Administrative Positions Served by the Consortium**

All administrators serving on the staff of a member district whose position requires professional certification must work with the Consortium for the renewal of their certificate of focus (certificate required for current position), with the exception of administrators holding a Teaching Principal certificate and educators seeking an initial administrative certificate.  Individuals in these categories work with the Department of Education on certification matters.

* **Requirements for Renewal of Administrator Certificates**

Renewal of administrator certificates is contingent upon meeting the following requirements:

* hold a master's degree;
* work with a mentor in the development of an Administrator Recertification Plan that includes 90 hours for professional growth based on the Professional Standards for Educational Leaders (formerly known as the ISLLC standards);
* obtain approval of the proposed Administrator Recertification Plan (ARP) by the KCSA Governance Board;
* complete and submit documentation of 90 hours of professional development work focused on 90 hours in the ARP. Documented hours must occur at professional workshops, conferences, professional webinars, and college level courses from accredited post secondary institutions. Planning and presenting in-house professional development opportunities can count toward the 90 hour requirement and
* document the completion of 3 credit hours of approved study in teaching the exceptional child in the regular classroom.

Successful completion of these requirements becomes the basis for the Governance Board to recommend renewal of an administrator's certificate.

* **Timeframe for Completing Recertification Activities**

Certification should be viewed as a continuous process of growth, with the re-issuance of a certificate serving as the signal for the start of a new cycle of renewal.  The Consortium's procedures place particular focus on activities which occur during the three years immediately prior to the expiration of the certificate of focus.  Critical stages in the process can be summarized as follows:

* **Phase 1.**  Continual updating of the Professional Portfolio; an ongoing process.
* **Phase 2.**  By October 15th, three years prior to recertification, candidates must file an Intent to Renew Certification form (provided) confirming intent to renew professional certificate(s) and requesting appointment of a mentor.
* **Phase 3.**  By November 15th, three years prior to recertification, candidates submit their proposed Plan to the Director.  Candidates will have a minimum of three years to document the necessary professional development work once the Plan is reviewed by and approved by the Governance Board. The candidate is responsible for implementing the Plan, maintaining the appropriate documentation of work completed, and for meeting periodically with the assigned mentor to review progress.
* **Phase 4.** At least six months prior to recertification, candidates are responsible for submitting their completed Plan to the Director.  The Plan must include supporting documentation adequate to demonstrate 90 hours of approvable professional development occurred. Additionally, a verification form signed by the mentor indicating that the portfolio has been reviewed by the mentor and found to be ready for review by the Consortium is submitted.

Upon review of the completed Plan, the Governance Board will transmit a recommendation to the Commissioner of Education concerning the renewal or non-renewal of the candidate's certificate.

Candidates who fail to meet a deadline for submitting required materials will be notified in writing that the materials were not received and will be given thirty days to submit the materials.  Candidates who fail to meet the extended deadline will be notified in writing that they have up to thirty days to schedule a meeting with the Governance Board (or Certification Committee) to discuss the situation.  Upon review of the circumstances, the Governance Board or Certification Committee) will make a determination with respect to whether or not the candidate's recertification will be processed by the Consortium.

A timeline which translates the completion of each phase into specific dates can be found in [**Appendix A**](http://www.erskineacademy.org/kcsa/certification_at_a_glance-appendix%20a.htm) of this guide.

* **Appointment of Mentors and Support Team Members**

Responsibility for appointing mentors and support team members rests with the Director, who makes assignments based upon Consortium policy.  When submitting the Intent to Renew Certification form, candidates have an opportunity to request specific individuals to serve as mentor. All persons assigned to mentor candidates must have participated in a KCSA mentor orientation session and it is recommended that they have done so within the past three years.  It is recommended that mentors have at least three years of administrative experience.

Service as a mentor is normally limited to individuals who hold professional certification in education. While it is preferred that mentors not be administrators from within the same school system/district as that of the candidate, such individuals may be approved to serve in that capacity providing that there is not a supervisory/reporting relationship between the candidate and the individual proposed as mentor.

* **KCSA Criteria For Administrator Recertification Plan**

The Administrator Recertification Plan should follow the format prescribed by the Governing Board and must include the following components:

\* Autobiographical data (see [**Appendix B**](http://www.erskineacademy.org/kcsa/action_plan_format.htm), Section I);

\* Copy of leader’s current certification

\*Chart

The professional growth must reference and pertain to the standards documented within the Professional Standards for Educational Leaders. The ten professional standards are discussed more fully in [**Appendix C**](http://www.erskineacademy.org/kcsa/appendix_c.htm) of this Guide.

Documentation of professional work may include a mix of coursework and field based activities such as conferences, workshops, professional webinars, and in-house professional development activities. No more than 3 book studies may count as activities and may not exceed 20 hours. Activities must extend beyond routine job responsibilities and demonstrate field based applicability.  Normal work sessions such as district-wide meetings, staff meetings, and office work do not count toward the mandated 90 hour requirement. The plan should be presented in an organized fashion, reflecting clarity and commonly accepted writing conventions.  The plan should be prepared in such a way as to be easily understood when reviewed by the KCSA Governance Board and/or Certification Committee.

A copy of the Administrator Recertification Plan submitted should be retained by the candidate since, once approved by KCSA, it will not be returned to the candidate.

A more detailed description of the prescribed format for Administrator Recertification Plans may be found in [**Appendix B**](http://www.erskineacademy.org/kcsa/action_plan_format.htm) of this Guide.

* **Submittal of Completed Administrator Recertification Portfolios**

As noted previously, completed Plans must be submitted at least six months prior to the expiration of the current certificate.  The materials submitted should include the following:

\* a copy of the plan as originally approved;

\* documentation to demonstrate successful completion of 90 hours of approvable professional development activities;

\* verification form (provided) from the mentor indicating that the Portfolio has been reviewed and recommended for consideration by KCSA; and

\* the Department of Education's Application for Certification (form EF-C-300-R), appropriately completed by the candidate.  Note:  If the form is not available at the time of submittal, it may be submitted at a later time.

Additionally, if other endorsements are to be rolled over, a check made payable to the Treasurer, State of Maine should be forwarded with the application to the DOE. Please contact the Department of Education for the most up to date fee schedule. Fee payments are not to be forwarded to the KCSA Governance Board but rather sent directly to the certification office with the blue certification form.

* **Review Process**

Completed Plans are reviewed by the Governance Board, which organizes itself into teams, each chaired by a member of the Certification Committee, for the purpose of undertaking such reviews. Recommendations of the review teams are presented to the full Board. Plans that are not approved by the Board when initially submitted may be referred to the Certification Committee for follow up and final action.  The Certification Committee is also authorized to act on Plans that are received during periods of time between Board meetings.

The Governance Board will submit recommendations for the renewal or non-renewal of certification to the Maine Department of Education on forms provided to candidates by the Department.  Such forms are signed by the Director or Chair of the Governance Board.

* **Relocation Prior To Completion Of Administrator Recertification Portfolios**

\*The Governance Board has adopted policies directed toward assisting individuals who change positions before completing an Administrator Recertification Plan.  Specifically:

\* Candidates whose Administrator Plan has been approved by the Governance Board may continue the recertification process with the Consortium after leaving the employ of a member district.  Persons choosing this option will be charged a service fee equal to the membership fee currently in place during the period their Administrator Plan work is in progress.

\* Persons who have an Administrator Plan approved by another support system and who subsequently become employed in a member district will have the option of completing the Plan through the approving entity or transferring the Plan to the Consortium.

* **Requests for Extensions of Time**

Requests for an extension of time for the completion of Recertification Plans will be considered on a case-by-case basis. The development and completion of an Administrator Plan followed by the completion of an Administrator Portfolio based on the Plan, is the norm for renewal of certification.  The approval of a time extension should not be viewed as a way to avoid that requirement.

When illness prevents a candidate from completing a Plan or Portfolio as scheduled, the Board’s action may be to extend the completion date until the person is able to finish.  When other acceptable extenuating circumstances are presented, a candidate may be expected to develop a one-year action plan and to provide monthly updates on progress.  Individuals who do not fulfill these change expectations will not be recommended for certification renewal, and the Commissioner of Education will be so notified.  Copies of the Board’s response to a request for an extension of time, and all related correspondence, will be forwarded to the individual’s Superintendent of Schools.

* **Transition Considerations**

When a teacher holds a valid administrator certificate with less than two years, but more than one year, remaining at the time of employment as an administrator, that individual may be able to satisfy the 90 required hours by submitting evidence of relevant professional development since the last certificate was issued.  A reduced time frame of no less than one full year may be approved in such cases. Similar considerations may be given to administrators who take positions in KCSA member units, but who have previously been employed in another region with requirements, which are not compatible with those of KCSA.

* **Responsibilities of Candidates: A Summary**

To help provide focus during the process of renewing professional certification, the Governance Board has defined the responsibilities of candidates as follows:

\* to request initiation of the process leading to recertification by filing a Statement of Intent form with the Director by October 15th, three years prior to recertification;

\* to work collaboratively with the mentor in developing a proposed Administrator  Plan based upon the standards held within the Professional Standards of Educational Leaders. The proposed Plan is submitted to the Director on or before November 15th, three years prior to recertification; to provide information and reports to the mentor in a timely manner;

\* to communicate concerns and needs to the mentor; to meet regularly and as needed with the mentor; to accomplish, in a professional manner, the required professional development work necessary to fulfill the 90 hours outlined in the approved Administrator Plan;

\* to submit an Administrator Portfolio (completed plan) to the Director at least six months prior to the expiration of current certification; to make the Governance Board aware of any circumstances that might interfere with the successful completion of an ARP, or any other concerns relating to the Consortium and its policies;  and

\* to initiate the appeals process with the Maine Department of Education if necessary.

* **Responsibilities of the Mentor:  A Summary**

The mentor plays a critical function in the KCSA recertification process, as is reflected by the following responsibilities established for that role by the Governance Board:

\* to assist the candidate with the development of an Administrator Plan (Plan) that in substance and format meets the requirements of the Consortium;

to provide support in the completion of the Administrator Recertification Plan leading to the timely submission of required reports;

 to serve until the candidate's Administrator Plan has been completed;

 to meet with the candidate on a regular basis and at other times as needed;

 to make the Governance Board aware of any circumstances that might interfere with a candidate's successful completion of required tasks, or any other situations of concern relating to the Consortium and its policies;

 to keep a record of all meetings and discussion, and give copies to the candidate in a timely manner; and

 to submit a *Verification for Completed Administrator Plan* which, if signed, and all items are checked, “yes”, constitutes a recommendation to the Governance Board that the mentor is recommending that the candidate’s portfolio be reviewed by the Board.

To be eligible to serve as a mentor, individuals should usually have at least three years of experience as an administrator and be required to complete one of the mentoring workshops offered annually by the Consortium.  It is recommended that mentors participate in a KCSA mentoring workshop every three years thereafter.