

**PACIFIC UNION CONFERENCE  
CERTIFICATE RENEWAL  
APPLICATION FOR PROFESSIONAL ACTIVITY CREDITS  
2006-2007 School Year**

This form is to be completed, signed and returned or faxed to the SECC Office of Education by June 28, 2007

DATE \_\_\_\_\_ TEACHER \_\_\_\_\_ SCHOOL \_\_\_\_\_

(Please list only those activities for which you did not receive actual college credit.)

**Southeastern California Conference/Pacific Union Conference Sponsored:**

<b>Date</b>	<b>Professional Activity</b>	<b>Clock Hours Possible</b>	<b>Clock Hours Earned</b>
August 6-9	NAD Teacher's Convention	25 clock hours	_____
August 14	New Employees' Orientation	4.5 clock hours	_____
October 5	SECC K-12 Curriculum Committee	6 clock hours	_____
October 10-12	Pacific Union K-12 Curriculum Committee	25 clock hours	_____
October 24	SECC Technology Committee	5 clock hours	_____
October 25	Counselors' Meeting	4 clock hours	_____
November 1-3	Principal's Spiritual Retreat – PSR	6 clock hours	_____
November 5	Educational Leadership Council	4 clock hours	_____
November 6-8	Fall Educational Council	18 clock hours	_____
November 13	CogAT K-12 Inservice	5 clock hours	_____
November 29	Teachers' Advisory Committee	3 clock hours	_____
January 29	School Evaluation Seminar	3 clock hours	_____
February 6-7	Educational Leadership Planning Session	6 clock hours	_____
February 27 – March 1	Union K-12 Curriculum Committee	25 clock hours	_____
April 9	Educational Leadership Council	18 clock hours	_____
April 9-11	Spring Educational Council	18 clock hours	_____
April 25	Teachers Advisory Committee	3 clock hours	_____
May 2	Reading Inservice	6 clock hours	_____
May 9	Counselors Meeting	4 clock hours	_____
June 7	Union-wide Reading Workshop (Grades 1-2)	6 clock hours	_____

**School Approved/Sponsored:**

\_\_\_\_\_

**Professional Conferences/Meetings and Regional/National Conventions:**

\_\_\_\_\_

**Teacher 4 Teacher Mentor/Mentee Program:**

	Teachers 4 Teachers Mentor/Mentee Meeting	2 clock hours	_____
	Teachers 4 Teachers Mentees Meeting	2 clock hours	_____
	Teachers 4 Teachers Mentor/Mentee Meeting	2 clock hours	_____
Dates vary	Teachers 4 Teacher Involvement ( <i>upon Mentor Coordinator's approval</i> )		_____

**School Evaluations (Visiting Committee members only):**

\_\_\_\_\_

**Supervision of Methods/Student Teachers [up to 4 quarter hours (100 clock hours) per renewal.]:**

\_\_\_\_\_

**Description of Education Tours: (Must have prior approval from SECC Office of Education)**

\_\_\_\_\_

**Professional Growth Book Certificate 2007:**

I have read 5 issues of *The Journal of Adventist Education* published during this school year and I have read 5 books from the GC/NAD Professional Growth Books 2004 (1 book from Group B and 4 additional books from two other headings—Groups A, C, D, E, F, G).

25 clock hours

Signature of Teacher: \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Conference Superintendent's Signature \_\_\_\_\_

**Total Number of Clock Hours** \_\_\_\_\_

**Quarter Hours of Credit Earned** \_\_\_\_\_

*Office of Education Use Only*

## 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 Credit may be applied to renewal of the Standard, Professional and Administrator Certificates as follows:**
  - a) Renewal of the Standard Certificate - 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 - Renewal of the Professional Certificate requires nine (9) quarter hours which may be earned by either academic credits or Professional Activity Credits.
  - c) Renewal of the Administrator Certificate - Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned by either academic credits or Professional Activity Credits.
5. **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) Courses completed through The Journal of Adventist Education which qualify only for professional activity credit.
  - 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 (5) years will be granted. Up to two (2) quarter hours of PAC credit per week may be granted when the tour is conference-sponsored.
  - c) Completion of the requirements for the Professional Growth Certificate as outlined by the North American Division Office of Education. One quarter hour of PAC per year is the maximum.
  - d) Professional reading, viewing video tapes and/or listening to audio tapes. A total of two (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.
  - e) School-sponsored in-service activities or special programs under the auspices of the principal.
  - f) Union and/or local conference sponsored activities. The designed number of hours allowed for the PAC will be designated by the sponsoring organization.\*
6. **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.
  - d) Non-educational related meetings and activities.
7. **Supervision of student teachers (up to 4 hours per renewal).**
  - a) Classroom teachers who supervise one (1) or more methods students may be granted one quarter hour Professional Activity Credit for each quarter that they supervise such students.
  - b) Classroom teachers who supervise a student teacher may be granted two (2) quarter hours Professional Activity Credit per quarter.
  - c) The above credits shall be limited to a total of four (4) quarter hours of credit per certificate renewal period.
8. **Integration of Educational Technology in the Classroom NAD Certification Requirement (38 clock hours per renewal).**
  - A) Definition: Integration of educational technology into the classroom is a tool for teaching and learning rather than the focus of teaching and learning. It is not merely a set of technical skills or competencies but is a constantly growing set of instructional strategies built upon learning principles. Developing this set of instructional skills will be the subject of lifelong learning for educators as technology rapidly changes and new possibilities for curriculum integration emerge.
  - B) The Integration of Educational Technology into the Classroom requirement may be fulfilled as follows:

Has completed course work that includes the concepts and the practice of integrating technology into the classroom and is designed to produce a positive impact on student learning in the classroom. Such course work should meet the Definition and incorporate concepts from the International Society for Technology in Education (ISTE) National Educational Technology Standards for Teachers as found at [www.iste.org](http://www.iste.org)

    1. Initial requirement: A two semester/three quarter unit course\*\* that integrates technology into the classroom.
    2. Each renewal period for the Basic, Standard, Professional, or Administrator's certificates: A one semester/1 ½ quarter unit course or 38 clock hours in workshops, seminars, or other acceptable professional activities on any topic that addresses integrating technology into the classroom.
  - C) Implementation guidelines:
    1. Teachers are to develop a written plan for meeting this requirement. Prior approval must be received from the conference office of education before taking any courses or PACs.
    2. Principals are to approve the plan in writing for teachers. The conference superintendent of schools/designee will give approval for school principals. Those approving the plan should make certain that all course work meets the definition outlined in B.
    3. Approvals are to be sent to the union certification registrar by the superintendent of schools/designee.
    4. Educators who currently hold a Basic, Standard, Professional, or Administrator's certificate on the effective date of this policy are exempt from the initial requirements in B.1., but must fulfill the renewal requirements as outlined in B.2.
    5. Educators who graduated from a North American Division approved Adventist teacher education program or a college/university that holds current regional accreditation or a NCATE after September 1, 1998 will be deemed to have fulfilled the initial requirement in B.1.

\* Union Curriculum Committee - 25 clock hours; Union Fall and Spring Education Councils - 18 clock hours each.

\* School Evaluations:

Elementary/Junior Academy (one day visit team member) – 5 clock hours;  
Elementary/Junior Academy (two day visit team member) – 10 clock hours.  
Elementary/Junior Academy (school self-study coordinator) – 5 clock hours  
(one day visit); 10 clock hours (two day visit)

Secondary (school self-study coordinating committee chairs) – 25 clock hours;  
Secondary (WASC Visiting Committee Team Member) – 25 clock hours.

\*\* An official transcript is to be submitted upon completion of a college/university course.