



## Activity Renewal Options

Option: Individually Guided	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
<b>National Board for Professional Teaching Standards Certification</b>	60 contact hours for candidates completing the process but not getting the NBPTS certificate  180 contact hours for NBPTS Certificate	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate of license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
<b>Professional Teaching Portfolio</b>	60 contact hours	Development of an in-depth professional portfolio which includes a personal mission, goals, guiding questions, related professional development activities, artifacts, and evaluation procedures and documentation of collaboration.	Copy of finished portfolio containing evidence of all components accompanied by reflective documentation on the related experiences, selection of artifacts, and collaborations
<b>Publication of Original Work – i.e. book, journal article, software, research, curriculum unit</b>	60 contact hours	Production of tangible product that enhances teaching and learning	Copy of the book, article, software package, research report, curriculum unit, and a reflection on the learning while engaged in the process
<b>Grant Writing</b>	60 contact hours	Copy of grant proposal	Copy of grant proposal, documentation of clock hours for planning, development, and reflection on the learning while engaged in the process
<b>Professional Committee</b>	30 contact hours	Must serve on a governance committee representing a national, state, or local educational organization or agency. Must be in position to contribute to the educational profession or add to the body of knowledge in a specific field.	Documentation of hours served and verified by the president or chair of the committee



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Option: Observation/ Assessment	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
<b>Peer Coaching</b>	40 contact hours (both participants are eligible)	Each session must include pre-observation discussion, observation, and follow-up discussion	Reflective journal on all segments of the observation process and resulting actions. Documentation of all contact hours.
<b>Resident Educator Mentor</b>	Up to 30 contact hours during licensing cycle	Participation in the Resident Educator program through MVEEC and the ODE	Reflective journal documenting the learning process and contact hours.
<b>Cooperating Teacher for Student Teachers and Field Experience Students</b>	Up to 60 contact hours total for a licensure cycle for leading student teachers and field experience students. No more than 30 contact hours per semester for working with student teachers and no more than 15 contact hours per semester working with field experience students.	Must be part of a formal college or university program	Formal documentation of participation from the college and documentation of the learning process and contact hours

Option: Involvement in Improvement Process	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
<b>Curriculum and Course of Study development/ revision</b>	60 contact hours	Production of a tangible product that enhances teaching and learning	Copy of curriculum unit



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<b>Develop Course Assessment (pre/post course) i.e. SLO</b>	60 contact hours – 20 max per year	Production and extensive revisions to course assessment	Copy of course assessment
<b>School Improvement Initiatives</b>	60 contact hours	Must be serving on a committee organized by an educational agency or local school district	Copy of the final product, documentation of hours involved and a reflection on the learning while engaged in the process
<b>Professional Reading/Study Group</b>	30 contact hours	Subject area must be related to individual's area of specialization and assignment	Reflective journal documenting the learnings while engaged in the process, time involved, and report identifying the actions to be taken

Option: Training	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
<b>Professional Development Presenter</b>	One time per presentation awarded for preparation, planning, research, and delivery of a presentation. <b>Maximum of 15 hours for the preparation of a single presentation.</b>	Awarded for a presentation that is not part of the contracted job description. Research must involve the examination of current teaching and learning which results in the improvement of one's instructional practice	Copy of program listing the presentation, presentation notes, and related handouts
<b>Teaching a College Course/ Adult Ed. Course</b>	<b>Max. 45 contact hours</b> for a single course taught during the 5-year licensing cycle with a request of <b>no more than 90 hours requested</b> (2-separate courses) in a 5-year	Contact hours are awarded for the first time teaching or a course that has undergone major revisions  Hours will vary with the number of	Course syllabus listing the individual as the instructor



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	licensing cycle.	semester hours and the amount of preparation	
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Option: Inquiry	Maximum Contact Hours Per 5-year licensing cycle	Criteria	Verification
<b>Action Research</b>	60 contact hours	Research must involve the examination of current teaching and learning which results in the improvement of one's instructional practice	Copy of final product or a report on the findings, time involved, and reflective documentation on the learning while engaged in the process
<b>Educational Project</b>	60 contact hours	Project must be devoted to the enhancement of teaching and learning and involve several buildings/district staff, students, and community members	Copy of final product or report on project results, time involved, documentation of media publicity, and reflective journal on the learning while engaged in the process
<b>Educational Travel</b>	30 contact hours	Program must be with a qualified educational agency or school district	Copy of travel program content, verification of participation, documentation of time involved, and reflective journal on the learning while engaged in the program