**BRUNSWICK CERTIFICATION**

**ACTIVITIES APPROVAL POLICY**

In developing this policy, the Certification Committee encourages activities that show either professional development or intellectual growth. All recertification activities must be related to your PRP goals. The following activities will be accepted as part of a Professional Renewal Plan WITHOUT PRIOR APPROVAL:

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|  | **ACTIVITIES** | **DOCUMENTATION/5 YEAR CYCLE** |
| 1. | College credit courses specifically related to grade, or certificate of completion, your endorsement area(s) or to Education. Max. 6 credit hours | 1.Transcript |
| 2. | Workshops or conferences in Education. | 2.Certificate of Hours |
| 3. | District-sponsored study groups, workshops, or conferences. | 3.Certificate of Hours |
| 4. | Student Teaching Supervision. Max. 30 hours | 4.Summary or Time log |
| 5. | School-related professional committee work. Max. 30 hours | 5.Summary or Time log |
| 6. | Serving on School Visitation Accreditation Team. Max. 30 hours | 6.Certificate of Hours |
| 7. | Observation of other teachers or programs in your endorsement areas (other than mentor or department head). Max. 15 hours | 7. Summary and Time log |
| 8. | Fulbright/Foreign Exchange | 8. Presentation |
| 9. | Performance in related subject area. Max 30 hours | 9.Copy of product |
| 10. | Professional Learning Communities, Max. 45 hours | 10. Certificate from Team Leader |

The following activities MUST HAVE PRIOR APPROVAL or may not be accepted as part of a Professional Renewal Plan. The teacher/educational specialist should be aware that the committee may disapprove credit (or limit the number of hours) for (similar or repeated) activities that have not received prior approval. The documentation should directly state the applicability to the teaching assignment or endorsement area and must describe new learning or applications.

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|  | **ACTIVITIES** | **DOCUMENTATION** |
| 1. | Individual curriculum work. Max 30 hours | 1.Product |
| 2. | Reading and/or research programs. Max 15 hours | 2.Summary |
| 3. | Travel with planned classroom utilization. Max. 15 hours | 3.Product |
| 4. | Teaching other professionals. Max 30 hours | 4.Time log  |
| 5. | Prep time for Staff Development Presentations. Max 30 hours | 5.Time log  |

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