

MSAD #72

**Professional Learning Community Support System
(PLCSS)**

Maine's Initial Teacher Certification Standards

**TEACHER CERTIFICATION
HANDBOOK**

GENERAL INFORMATION

CERTIFICATION OFFICE - 207-624-6603

Automated status - 626-8989

Homepage: <http://www.maine.gov/education/cert/index.html>

Certification Coordinator: nancy.ibarguen@maine.gov

Certification Secretary and Fingerprint Coordinator:
pat.julien@maine.gov

Fingerprinting/Criminal History Record Check- Appointments:

https://www10.informe.org/cgi-bin/dps/fingerprint/select_type.pl

Certification Rules:

Ch. 115 Part I: <http://www.maine.gov/sos/cec/rules/05/071/071c1151.doc>

Ch 115 Part II: <http://www.maine.gov/sos/cec/rules/05/071/071c1152.doc>

Tests and Scores: <http://www.maine.gov/sos/cec/rules/05/071/071c013.doc>

Frequently Asked Questions:

<http://www.maine.gov/education/cert/faq.htm#5>

PRAXIS -PPST -

<http://www.umaine.edu/edhd/acadprogs/praxis.htm>

<http://www.ets.org> PPST Scores - composite 526 - no single less than 3 under

Reading 176

Writing 175

Math 175

1 CREDIT = 1.5 C.E.U. = 15 CONTACT HOURS

For Professional Certificate renewal:

6 credits *or*

9 C.E.U.'s *or*

90 contact hours *or*

equivalent combination

Contents

Scope	1
Management.....	1
Certification Committee Membership.....	2
Certification Committee Meetings.....	2
Teacher Induction	2
Initial Teacher Action Plans (I-PCAP).....	2
Mentors	3
Mentor Training	4
Mentor Responsibilities.....	4
Professional Renewal Plan (R-PCAP)	4
Renewal of Conditional Certificates	5
Transitional Endorsements	5
Master Teacher Candidates / Renewal (MT-PCAP).....	5
Appeals	7
Management.....	7
Glossary.....	8
Appendix	10

TEACHER CERTIFICATION PROCESS

A. Scope

The Professional Learning Community Support System (PLCSS) will be overseen by the Certification Committee. The Certification Committee will operate independently but may consult with the Superintendent of Schools and/or the Board of Directors as appropriate, and utilize the services of the Department of Education Certification Office. Ch. 118 establishes the requirements for local support systems required by 20-A MRSA §13011 *et seq.* to operate as part of the certification process.

B. Management

Duties of the Certification Committee will include:

1. provide new teachers with “Basic Steps to the Certification Process”
2. collaborate on new teacher induction day to explain the certification process and assign mentors
3. assign a mentor from eligible mentor list for each new hire
4. a representative from certification will attend the teacher induction day to introduce mentors and mentees and answer questions
5. a representative from certification will be present at Teacher Workshop Day to
 - a. inform teachers of their certification responsibilities
 - b. provide information on accessing procedures and forms
 - c. notify teachers whose certificate expires in the current school year that a member of the certification committee will contact them to sign the Teacher Certification Responsibility form
6. coordinate the orientation of new Certification Committee members as needed
7. supervise the development, review and approval of Initial Professional Certification Action Plans (PCAP), Renewal Professional Certification Action Plans (R-PCAP), and Master Teacher Action Plans (MT-PCAP)
8. communicate with mentors in the building, answer questions, and contact the D.O.E. as needed
9. make certification recommendations to the Commissioner of Education after review of the Professional Certification Action Plans
10. prepare an annual committee budget for submission to the Superintendent of Schools
11. prepare a year-end report of the committee activities for submission to the Superintendent of Schools
12. compile a list of qualified new mentors and submit it with the year-end report to the Superintendent for nomination and approval by the Board of Directors
13. coordinate a Maine Department of Education approved training program for mentor support team eligibility
14. conduct yearly self evaluation to assure quality and effectiveness
15. perform any other duties required to ensure the orderly operation of the Certification process
16. provide maintenance of a cumulative confidential file containing required documentation
17. review logs monthly

C. Certification Committee Membership

Membership will consist of 5 (five) teachers and one (1) administrator (the administrator to be appointed by the Superintendent), with representation from each building being the ideal. Administrative members of the Certification Committee will not vote on final certification recommendations except in the case of a tie. Administrators may not participate in discussions concerning candidates under their supervision. They will have a vote in all other Certification Committee business.

In order for teachers to serve on the certification committee, a person must have three years of experience as an educator and hold a valid Maine teaching certificate at the professional or master teacher level. The majority must have completed at least one five year renewal cycle. In addition, committee members must complete a Maine Department of Education approved training program or verify to the Certification Committee that they have had equivalent training approved by the Department of Education.

Upcoming vacancies on the Certification Committee will be announced via the First Class Bulletin Board in April by the Superintendent. Qualified teachers interested in serving on the Certification Committee need to submit their names in writing to the Committee Chairperson **by May 15**.

The Certification Committee will recommend replacement members in May and submit the names to the Superintendent to be acted upon. Members of the certification committee shall be nominated by the Superintendent and approved by the School Board at the June board meeting.

Members shall be expected to fulfill a two year term.

The Chairperson of the Certification Committee for the next school year will be elected by the committee at the June meeting.

D. Certification Committee Meetings

The Chairperson or a committee representative will coordinate the certification portion of the Induction Day meeting. The Certification Committee will plan to meet monthly during the period from September through June. At the regular September meeting, the committee will meet with any new candidates who have not supplied the required initial documentation. At the June meeting the committee will review the certification process and discuss any feedback to assure quality and effectiveness.

E. Induction Meeting

At the new teacher induction meeting at the start of the school year, provisional and conditional teacher candidates will be assigned a mentor from the list of those qualified to serve. The committee chairperson will work with the Induction Committee to suggest a good match for the new teacher from the mentor list and invite the mentor to the Induction Day. The Mentor will be paid for Certification approved hours based on the teacher contract chairperson rate. The Mentor/Mentee shall sign and submit a Mentor/Mentee Contract **by September 15**. The candidate may request that the Certification Committee approve a change.

F. Initial Professional Certification Action Plan (PCAP)

“The plan must be based on Maine’s Ten Initial Teacher Certification Standards listed in Chapter 118-5 5.2 of the DOE rules.”

The Initial Professional Certification Action Plan (PCAP) will be submitted by mentees holding a Provisional or Conditional Certificate to the Certification Committee each year of the two year period.

1. After the Certification Committee has approved a candidate's mentor, the plan will be written by the candidate in conjunction with his/her mentor.

Year one: The initial PCAP is to be submitted to the Building Representative **no later than November 15** for review and signature. The final PCAP for year one, with evidence of completion, is to be signed and submitted **by May 15** by the Mentor to the Certification Committee.

Year two: The initial PCAP is to be submitted to the Building Representative **no later than October 15** for signature. The final PCAP, with evidence of completion, is to be signed and submitted **by March 15** by the Mentor to the Certification Committee.

2. The Building Representative will either approve the PCAP or return it to the mentee with suggestions for change. The PCAP must then be re-submitted for review within 30 days.

3. Some teachers who are new to the district and the State of Maine may be eligible to be “Fast Tracked.” Fast tracking eligibility depends on their experience in teaching and the type of certificate they currently hold. Each case must be separately applied for to the DOE by the teacher. For more information refer to the *Fast Track Recommendation Form* in the Appendix.

G. Mentors

Teachers who have completed the Maine Department of Education approved training program or equivalent training approved by the Department of Education, will be included on the mentor list.

Mentor membership shall be optional.

Mentors must have three years of experience as an educator and hold a valid Maine teaching certificate at the professional or master teacher level.

Mentors may serve as mentor to one new teacher candidate and one Master Teacher candidate but not two Master Teacher candidates or two new teacher candidates, unless absolutely necessary and approved by the certification committee.

Either party may terminate this contract with 30 days written notice.

An administrator with evaluation responsibilities over the mentee may serve only upon request of the mentee and mutual agreement between the administrator and the candidate.

Non-school employees who meet the District and Department of Education criteria may serve as a mentor with permission of the Certification Committee. School Board members may not serve as mentors. (Ch. 118 -2 2.5 e.)

Whenever a Mentor is needed, the Certification Committee will approve a mentor from the approved list. On new teacher Induction Day, Mentors will be paid for Certification approved hours based on the teacher contract chairperson rate. The mentor shall sign and submit a Mentor Contract by September 15.

Teachers in the following categories will need a Mentor:

1. Provisional certificate holders working towards a professional certificate
2. Conditional certificate holders seeking a professional certificate
3. Master certificate holders seeking renewal of the master level certificate
4. Professional certificate holders working towards a master level certificate
5. Teachers with transitional endorsements do not need a Mentor but one may be requested.

H. Mentor Training

The Certification Committee will provide training and orientation for potential mentors. Teachers who have completed the Maine Department of Education approved training program or equivalent training approved by the Department of Education, will be included on the mentor list.

Mentor training will be provided as needed. CEU's or contact hours may be given for completed training.

I. Mentor Responsibilities

Mentors will be required to sign a Mentor/Mentee Contract covering the two year process **by September 15** of year one.

Mentors will assist the Mentee with writing PCAP for submission to the Building Representative **by November 15**, year one.

Mentors will monitor the implementation of the PCAP.

If necessary, the Mentee, in conjunction with the Mentor, may revise/update the PCAP. The revised PCAP must then be re-submitted to the Building Representative for approval.

Mentors will assist the Mentee with PCAP evidence of standards completion for submission to the Building Representative **by May 15**, year one.

Mentors will assist the Mentee with writing PCAP for submission to the Building Representative **by October 15**, year two.

Mentors will submit the final PCAP to the Building Representative with evidence of all 10 standards completion **by March 15**, year two.

Weekly Contact Logs shall be signed by the Mentor/Mentee and submitted monthly by the Mentor to the committee for review.

A total of three formal written observations will be made by the mentor during the first year and at least three formal written observations will be made during the first three quarters of the second year. (Other informal observations may take place). The formal observations must be signed and submitted to the Certification Committee on the required form by:

Year 1: December 15 - February 15 - April 15.

Year 2: October 15 - December 15 - February 15.

J. Renewal Professional Certification Action Plan (R-PCAP)

The renewal plan may be submitted five (5) years prior to certificate expiration on a form provided by the Certification Committee but **no later than May 15th, two (2) years** before the expiration date of the current certificate or you will be referred to the superintendent.

Changes to the renewal plan will not be accepted after June 1 of the year preceding the certificate expiration except in circumstances approved by the committee.

The R-PCAP will list the professional development goal(s) and activities, and the proposed six (6) credits, nine (9) C.E.U.'s, or ninety (90) contact hours of approved professional development study (see below for definition) which the teacher will complete as part of his/her plan. At its next regular meeting, after receipt of the plan, the Committee will either approve the Renewal Professional Certification Action Plan (R-PCAP) or return it to the teacher with recommendations and set up a meeting with the teacher if necessary, for the purpose of making changes in the plan.

Approved study means:

- a) CEU's or credit hours of academic study or professional education in an accredited institution of higher education. Without an official transcript, contact hours will be assigned.
- b) CEU's or credit hours in an in-service training program (workshop).
- c) Non-credit contact hours must be pre-approved by the Certification Committee no later than one year prior to the expiration date of the certificate and must support the R-PCAP. Evidence of the pre-approved hours shall be submitted with the Non-Credit Point Documentation form, attached to the R-PCAP.

Professional Development Requirements:
six (6) credits or nine (9) C.E.U.'s, or ninety (90) contact hours
CEU's: 1.5 CEU's = 1 credit
Contact Hours: 15 hours = 1 credit

All documentation of hours is to be submitted to the certification committee **by May 1** or the Superintendent will be notified that your certificate renewal is in jeopardy. Your renewal form should be submitted **no later than June 1**.

K. Renewal of Conditional Certificates:

To renew a conditional certificate a teacher must:

- a) complete six (6) credits of approved study (or the amount specified by the Department of Education)
- b) receive Certification Committee approval of a completed PCAP.
- c) receive the recommendation of the Certification Committee

Conditional certificate holders will be assigned a mentor and begin the PCAP process (as outlined in section F)

L. Transitional Endorsements

The Commissioner may issue transitional endorsements upon consideration of a proposal approved by the Certification Committee. Teachers needing a transitional endorsement do not need a mentor but may request one.

M. Master Teacher - Initial / Renewal Candidates - Two year process

Renewal: Master Teacher certificates must be renewed every five (5) years. Standards for the renewal are the same as those for initial issuance and must also meet the same Professional requirements of 6 credits or equivalent. The Certification Committee will issue a letter of recommendation which must accompany the initial/renewal form you send to the Department of Education.

Eligibility:

- you must hold a valid Maine Professional or Master Teacher certificate in the same certification area for which the MT certificate is being sought.
- have five (5) years of teaching experience with at least two (2) in this district

NBPT Standards: 5 core propositions (Ch. 118 7.2)

- a. Teachers are committed to students and their learning.
- b. Teachers know the subjects they teach and how to teach those subjects to students.

- c. Teachers are responsible for managing and monitoring student learning.
- d. Teachers think systematically about their practice and learn from experience.
- e. Teachers are members of learning communities.

Two Year Process:

Option 1.)

You may achieve National Board Teacher Certification (10 year certificate) by following the guidelines in the appropriate content area at NBPTS.org (Ch. 115 Part I, 5.3, B. 7). You must still renew your Master Teacher certificate every five (5) years. As long as there are five or more years remaining on the NBT Certification, we would not require meeting our additional Master Teacher requirements at the five year renewal. If there are not five or more years remaining on the NBT Certification, you must meet the additional requirements.

Option 2.)

You must submit a Letter of Intent to the Certification Committee to pursue or renew a Master Teacher Certificate. It can be submitted 5 years prior to certificate expiration. To allow for budget planning it must be received **no later than 3 years prior** to the expiration date of the current certificate, **no later than November 1**. (example: Cert Exp 7/2012: notify by 11/1/2009 - Process begins 9/2010).

REQUIREMENTS after initial Letter of Intent - must also follow the same Professional requirements of 6 credits or equivalent.

Year One: two years prior to certificate expiration

- 1.) choose a mentor from the approved list
 - *A teacher pursuing or renewing a Master Teacher Certificate cannot be a mentor for a teacher pursuing or renewing a Master Teacher Certificate.
- 2.) sign and submit Mentee Contract - **due by Oct. 15**
- 3.) follow the NBPT Standards 5 core propositions and submit a Master Teacher Professional Certification Action Plan (MT-PCAP) to the Building Representative **by Nov. 15**, for review and signature.
- 4.) be observed three (3) times and submit on the form provided
 - One (1) by each of the following team members:
 - the certification team administrator - **by December 15**
 - the mentor - **by February 15**
 - a designated certification team member - **by April 15**
- 5.) The final MT-PCAP for year one, with evidence of meeting core propositions, is to be signed and submitted by the Mentor **by May 15** to the Certification Committee.

Year Two:

- 1.) be observed three (3) times and submit on the form provided -
 - One (1) by each of the following team members:
 - the certification team administrator - **by October 15**
 - the mentor - **by January 15**
 - a designated certification team member - **by March 15**
- 2.) submit the MT-PCAP to the Building Representative **by Oct. 15**, for review and signature.

- 3.) submit the signed MT-PCAP with evidence of meeting core propositions, your portfolio and checklist to your mentor **by April 15** supporting the following District requirements:
- a. qualified and willing to serve as a certification mentor
 - b. have five (5) years of teaching experience with at least two (2) in this district
 - c. have done both of the following within the last five years:
 1. attended a conference related to teaching assignment
 2. taken a graduate level college course and additional credit hours to meet the Professional renewal requirements
 - d. have done four (4) of the following within the last five years:
 1. supervised a student teacher
 2. served on a curriculum committee and/or any other district committee
 3. served as a mentor
 4. published an educational article
 5. supervised a pre-professional experience in conjunction with a college or university
 6. made a presentation at a conference, workshop, or in-service program
 7. served in a leadership role
 8. other - subject to Certification Committee pre-approval on the Master Teacher Professional Certification Action Plan (MT-PCAP) submission. Exp: Grant Writing; school based projects

The Master Teacher mentor responsibilities are to:

1. sign and submit Mentor Contract - **due by Oct. 15**
2. support the candidate through the process
3. keep meeting logs - minimum four per year
4. follow observation schedule and submit on form provided
5. submit the Mentee's year one signed Master Teacher Professional Certification Action Plan (MT-PCAP), **by May 15** to the Certification Committee.
6. submit the Mentee's final signed MT- PCAP, with checklist, portfolio, and mentor logs **by April 15** to the Certification Committee.

N. Appeals

Any person who has been denied or been given notice of a potential denial of a professional or master certificate may initiate an adjudicatory proceeding by filing with the Department of Education.

O. Management

Reports:

At the regular June meeting the Certification Committee will prepare an annual report for the Superintendent of Schools. This report will review the work of the previous school year and will include data such as the number of Professional Certification Action Plan (PCAP) approved, the number of certification recommendations made, and the number of meetings held.

The Certification Committee will assist the Superintendent in preparing and presenting the annual report to the School Board of Directors for the July board meeting.

Files:

The Certification Committee will maintain a file for each teacher. It will contain the Professional Certification Action Plan (PCAP), records of observations, recommendations of the Certification Committee, a copy of their current certificate, and all other documentation required by the Certification Committee. The contents of the file will be treated as confidential information. The file must be kept separate from each teacher's personnel file. It may be examined by the teacher, the teacher's designee, that teacher's support members and Certification Committee members.

School Board Approval:

A copy of this plan will be submitted to the Department of Education with a copy of the minutes of the School Board meeting at which it was approved. *2.4(b) Amendments to the approved plan must be made according to the requirements of Sections 2.1, 2.2., and 2.3 of this rule, align with Chapter 125 (SAU's Comprehensive Education Plan), and be submitted in writing to the Commissioner for approval prior to implementation. Document that the school board or other appropriate regional governance structure has adopted the PLCSS plan.*

Glossary:

Accredited Institution - means a degree-granting institution.

Applicant for Certification - includes any person seeking initial certification, recertification, certification renewal, certification upgrade, additional endorsements or reinstatement of a lapsed, surrendered, suspended or revoked certificate. This includes conditional, transitional, the conversion from provisional to professional, targeted need, professional, master level, and the renewal of professional and master level certificates for teachers and educational specialists for the purposes of this rule.

Conditional Certificate - is a waiver of requirements for the provisional or professional certificate for teacher and some categories of educational specialists. Conditional certificates may be issued for a one year term, up to five years total.

Contact Hour - means clock hour.

Credit Hour or Semester Hour - equals 15 contact hours or the equivalent spent in an approved preparation program, an accredited institution of higher education or an in-service training program or individual study program approved by the support system.

Educational Specialist - persons certified to provide professional services as: athletic director, school counselor, library/media specialist, literacy specialist, school psychological service provider, school nurse, special education consultant, speech/hearing clinician, or career and technical education evaluator.

Endorsement - means a notation or attachment to a certificate issued which specifies the grades and subject area for which the certificate is valid. A certificate may bear one or more endorsements.

Fast Tracked - recommended for a professional certificate based Chapter 115, Part I, §2.22 / §5, 5.2B. See appendix DOE form.

Individual Study Program - means an internship, project or segment of independent study proposed by a teacher, administrator or educational specialist that includes a needs assessment, measurable goals, learning activities and evaluation.

Initial Professional Certification Action Plan (PCAP) - the document created by the candidate, with assistance from the mentor, detailing the professional activities planned during the initial certification period to demonstrate having met Maine's Initial Teacher Certification Standards. This shall identify skills which need improvement and shall specify particular routes of improvement.

In-service Training / Workshop Program - a comprehensively planned program that provided professional growth and development for teachers, administrators or educational specialists. Program components should include awareness or knowledge, modeling or demonstration of activities, practice with structured feedback and application of new skills with peer coaching.

Master Certificate - is a certificate which indicates that the holder is an especially capable and knowledgeable teacher or educational specialist. The master certificate is awarded for a 5 year period.

Master Teacher Professional Certification Action Plan (MT-PCAP) - the document created by the candidate, with assistance from the mentor, detailing the professional activities planned to demonstrate having met the five core propositions of the NBPT.

Mentee - the teacher who is under the support of a Mentor.

Mentor - means an experienced professionally certified teacher, master teacher, administrator, educational specialist or other educator who has been formally trained in mentoring skills, and assigned to support and coach a fellow educator in reaching a higher level of certification. The mentor may be from inside or outside the school unit.

National Board for Professional Teacher Standards - NBPTS.org

Professional Certificate - is the standard certificate for teachers and educational specialists awarded upon successful completion of the provisional or, in some cases, conditional certification. The professional certificate authorizes service for a period of 5 years.

Provisional Certificate - is the initial Maine certificate for teachers and educational specialists who have not previously served in Maine. The provisional certificate shall be issued for a 2 year period.

Recertification - means the initial re-issuance under 20-A MRSA Chapter 502 of a certificate issued under 20-A MRSA Chapter 501 which expires on or after July 1, 1988. "Recertification" refers to the transition process whereby persons certified under the old law and rules obtain certificates and endorsements subject to the more comprehensive requirements of the new law and rules.

Recommendation - means an opinion by the support team or institution that an applicant for certification has satisfactorily completed the requirements for the certificate sought and is otherwise qualified to receive the certificate.

Renewal - means the subsequent re-issuance of a certificate issued under 20-A MRSA, Chapter 502.

Renewal Professional Certification Action Plan (R-PCAP) - a renewal plan must be submitted five (5) years prior to certificate expiration on a form provided by the Certification Committee.

Support system - means a locally-developed state-approved mechanism for assisting teacher and educational specialists to meet the requirements of 20-A MRSA, chapter 502. The support system shall be comprised of a governing committee which includes a majority of teachers, and may also include educational technicians.

Transitional Endorsement - is any endorsement in which the applicant meets the professional education requirements of that endorsement, but not the standards of academic preparation. A transitional endorsement may be issued for a one-year period only, up to three issuances.

APPENDIX

All forms are available on First Class.....District Forms/MSAD72 Certification

TEN INITIAL TEACHER CERTIFICATION STANDARDS

FIVE CORE PROPOSITIONS - Master Teacher

MENTEE CONTRACT - New Teacher and Master Teacher

MENTOR CONTRACT - New Teacher and Master Teacher

OBSERVATION REPORT - New Teacher and Master Teacher

MASTER TEACHER CANDIDATE "*CHECKLIST*"

NON-CREDIT POINT DOCUMENTATION

FAST-TRACK RECOMMENDATION FORM

RENEWAL PROFESSIONAL CERTIFICATION ACTION PLAN (R-PCAP)

INITIAL PROFESSIONAL CERTIFICATION ACTION PLAN (I-PCAP)

MASTER TEACHER PROFESSIONAL CERTIFICATION ACTION PLAN (MT-PCAP)