

QUEEN ANNE'S COUNTY PUBLIC SCHOOLS
APPROVED ACTIVITIES LIST FOR CERTIFICATE RENEWAL

In addition to conventional university/college coursework and MSDE CPD credit courses, certain activities may earn acceptable credit for the renewal of an Advanced Professional Certificate only.

Please note: MSDE CPD credit may be used for SPC renewal, initial APC certification, or APC renewal. APC credit may only be used for APC renewal.

| Activity Number | Activity Description | Type of Credit Awarded | Credit Determination | Limitations | Documentation Required to Receive Credit |
|-----------------|--|------------------------|--|---|---|
| CEU # 101 | Attending/completing an approved QACBOE sponsored in-service or professional development offering | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit a Credit Completion Form with sponsoring Administrator or Supervisor's signature |
| CEU # 102 | Developing and/or presenting an approved QACBOE sponsored professional development offering or in-service | CEU | Equivalent to credit earned by participants | Limited to 3 credits per renewal period | Submit a Credit Completion Form with sponsoring Administrator or Supervisor's signature |
| CEU # 103 | Teaching a college/university course relevant to public education | CEU | Equivalent to credit earned by students | Limited to 3 credits per renewal period | Submit a Credit Completion Form signed by Administrator and a letter or document from the college/university verifying employment as an instructor including the course title, description, start and end dates, and the # of graduate or undergraduate credits awarded to students |
| CEU # 104 | Attending or presenting at a non-college credit course, specialized training course, conference, seminar, or workshop relevant to public education | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | None | Submit a Credit Completion Form signed by an Administrator along with a certificate of completion |
| CEU # 105 | Presenting at a National or State conference related to content area or educational issue | CEU | 1-3 hour presentation = 1 credit 4-6 hour presentation = 2 credits | Limited to 3 credits per renewal period | Submit a Submit a Credit Completion Form signed by an Administrator along with a presentation certificate (if available), conference program, agenda or letter from conference organizer |

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|---------------------------------------|---|------------------------|--|---|--|
| CEU # 106 | Travel on a board-approved QACPS student trip that is related to professional goals | CEU | 5-7 days = 1 credit 8-13 days = 2 credits 14+ days = 3 credits | Limited to 3 credits per renewal period | Submit a Credit Completion Form signed by the sponsoring Administrator or Supervisor along with trip summary and/or itinerary |
| MSDE CPD #08-00-08 | Publishing an article, chapter or book related to content area or educational issue in a state or national professional publication | MSDE | 1 – 2 credits for a published article; 3 credits for a chapter in a book; or 6 credits for publishing an entire book through a professional publishing company | Limited to 3 credits per renewal period | Submit to your Administrator or Supervisor a copy of the published work. Then submit a Credit Completion Form. |
| CEU # 107 or MSDE CPD #08-00-17 | Curriculum development or revision | CEU or MSDE | 15 hours of writing = 1 credit 30 hours of writing = 2 credits 45 + hours of writing = 3 credits | Limited to 3 credits per renewal period | For APC credit, submit a Credit Completion Form signed by the content-area Supervisor. For MSDE CPD credit, the following must be submitted to the Supervisor for approval: A reflection paper or journal including what was learned from the curriculum writing experience as well as feedback and suggested refinements after field-testing specific aspects of the curriculum in the classroom. |
| CEU # 108 or MSDE CPD #08-00-19 | Mentoring a pre-service student intern in a student teaching experience (Phase II) | CEU or MSDE | One semester = 3 credits | Limited to 3 credits per renewal period | For APC credit, submit a Credit Completion Form signed by the content-area Supervisor. For MSDE CPD credit, the following must be submitted to the Supervisor for approval: A reflection log describing the mentor's experiences and skills used as a mentor along with a log of hours spent mentoring. |
| CEU # 109 or MSDE CPD #08-00-22 | Mentoring a student intern in the field-placement experience or observation semester (Phase I) immediately prior to student teaching (Phase II) | CEU or MSDE | One semester = 1 credit | Limited to 3 credits per renewal period | For APC credit, submit a Credit Completion Form signed by the content-area Supervisor. For MSDE CPD credit, the following must be submitted to the Supervisor for approval: A reflection log describing the mentor's experiences and skills used as a mentor along with a log of hours spent mentoring. |

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|---|--|------------------------|--|---|--|
| CEU # 110 or MSDE CPD #08-00-22 | Mentoring an administrative intern enrolled in a formal A&S certification program, guidance or library media practicum/internship. | CEU or MSDE | One semester = 1 credit One year = 3 credits | Limited to 3 credits per renewal period | For APC credit, submit a Credit Completion Form signed by the content-area Supervisor. For MSDE CPD credit, the following must be submitted to the content-area Supervisor for final approval: A reflection log describing the mentor's experiences and skills used as a mentor along with a log of hours spent mentoring. |
| CEU # 111 or MSDE CPD # 10-00-53 | Serving as a PDS Site Coordinator | CEU or MSDE | One year = 3 MSDE credits | Limited to 3 credits per renewal period | For APC credit, submit a Credit Completion Form signed by the content-area Supervisor. For MSDE CPD credit, the following must be submitted to the content-area Supervisor for final approval: A reflection paper and a log of hours spent on PDS duties. |
| CEU # 112 | Serving on a School Improvement Team or Faculty Advisory Committee | CEU | 1 credit per school year (credit rcvd at end of school year served) | Limited to 3 credits per renewal period | Submit a Credit Completion Form signed by an Administrator |
| CEU # 113 | Active participation in local, state, or national professional organization as chairperson, co-chairperson, officer, or long term/ standing committee member | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit a Credit Completion Form with appropriate Administrator or Supervisor's signature |
| CEU # 114 | Participation on a MSDE or QACBOE Steering Committee, Board or Task Force (ex. Middle States Evaluation committee) | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit an Activity Approval Form describing the activity to the Human Resources Officer for pre-approval. Once approved, submit a Credit Completion Form signed by appropriate Administrator. |
| CEU # 115 | Participation in the design and implementation of innovative school projects | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit an Activity Approval Form describing the activity to the Human Resources Officer for pre-approval. Once approved, submit a Credit Completion Form signed by appropriate Administrator. |

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| CEU # 116 | Attending a recruitment event /job fair on behalf of QACPS. | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit a Credit Completion Form signed by Human Resources Officer |
| CEU # 117 | Serving as a MSA or HSA writer/reader/scorer | CEU | 7.5-14 hours = 0.5 credit 15-29 hours = 1 credit 30-44 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit a Credit Completion Form signed by an Administrator |
| MSDE CPD #08-00-20 | Action Research Project | MSDE | 1 – 3 credits where 15 hours = 1 credit 30 hours = 2 credits 45 hours = 3 credits | Limited to 3 credits per renewal period | Submit an Activity Approval Form describing the activity to the Human Resources Officer for pre-approval. Once approved, the following must be submitted to the Administrator overseeing the project: A report describing the project, the findings, and lessons learned as a result of the experience. Then a Credit Completion Form signed by appropriate Administrator needs to be submitted to HR. |
| MSDE CPD #08-00-26 | National Board Certification | MSDE | Completing the assessment program = 3 credits + Achieving certification = 3 credits | Limited to 6 credits per renewal period | Credit slips will be issued by the MSDE once they receive results from the National Board of Professional Teaching Standards. |
| CEU # 118 | Activities which have been approved in advance and are noted on the professional development plan. | CEU | 1 – 6 credits per course | Limited to 6 credits per renewal period | Submit an Activity Approval Form describing the activity to the Human Resources Officer for pre-approval. Once approved, submit a Credit Completion Form signed by appropriate Administrator. |