

Regional School Unit #73

**Professional Learning Communities  
Support System Plan  
(PLCSSP)**



**Updated – September 23, 2013**

**Adopted by RSU #73 (formerly Jay School Committee)  
December 2, 2010**

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## **Certification Committee:**

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. The committee will consist of the following:

- 1 Administrator
- 1 Chairperson
- 3 Committee members, one from each school
- 1 Specialist member
- 1 Educational Technician

## **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. Teachers in the following categories will need a Mentor:
  - Provisional certificate holders working towards a professional certificate
  - Conditional certificate holders seeking a professional certificate
  - Master certificate holders seeking renewal of the master level certificate
  - Professional certificate holders working towards a master level certificate
  - Teachers with transitional endorsements do not need a Mentor, but one may be requested.
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 a Teacher Workshop day to:
  - Inform teachers of their certification responsibilities
  - Provide information on accessing procedures and forms
  - Notify teachers whose certificates expire in the current school year, that a member of the Certification Committee will contact them

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) also referred to as TAP, Renewal Professional Certification Action Plans (R-PCAP), also referred to as PRP, 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. The Certification Committee will present information regarding staff development (in conjunction with the Staff Development Committee) and training opportunities to the staff. This may include:
  - Coursework
  - Professional Reading
  - Workshops and conferences
  - Classroom projects and activities
  - Presentation of workshops or advanced skills and knowledge
11. Perform any other duties required to ensure the orderly operation of the certification process.
12. Provide maintenance of a cumulative confidential file containing required documentation. 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.
13. All decisions made by the Certification Committee will be made in a professional, fair and consistent manner. Any staff member who disagrees with a Certification Committee decision is welcome to address the committee in person to present his/her rebuttal. Committee decisions will be made with a majority vote.

## ***Certification Committee Membership***

The Certification Committee will consist of 5 teachers who have a minimum of 5 years experience, one chairperson and one administrator. The Superintendent will actively invite suggestions for the Certification Committee membership from among the faculty and staff. Membership will be on a yearly basis. The chairperson will be nominated by the serving committee in June and approved by the Superintendent and School Board prior to September.

The chairperson will be responsible for certification procedures throughout the district including those endorsed by the Recertification Team and Mentor Program. Duties of the chairperson will include the following:

1. Coordinate the setting of Recertification Team and Mentor Program meeting dates and times.
2. Set meeting agendas.
3. Facilitate meetings.
4. Notify members of meetings and other necessary information.
5. Communicate with the State of Maine Department of Education and other necessary parties.
6. Officially respond to PCAPs and applications for certification action, with the advisement of the Recertification Team.
7. Ensure staff access (electronically and in hard copy) to this PLCSS plan and associated documents/forms.
8. Act as the contact person for all Recertification Team members, as well as Mentor Program members.
9. Act as the official spokesperson for the district in regard to certification issues.
10. Delegate responsibilities to Recertification Team and Mentor Program members.
11. Provide orientation to new Certification Committee members.

## ***Mentor Program***

Each provisionally certified or temporarily certified (targeted needs, conditional, and transitional (if necessary)) staff member supported by this plan, will be assigned a mentor whose main task will be to coach his or her mentee in reaching a higher level of certification (see Chapter 118, 3.1(g)). In doing so, mentors will provide guidance and support based on a professional learning community model. Mentors will also assist their mentees in developing collegial professional partnerships as the primary means of professional development and achieving action plan goals (see Chapter 118, 2.7).

Qualifications of Mentors (see Chapter 118, 2.8 (a-c)):

1. At least three years of experience as an educator.
2. Working under a professional certificate.
3. Complete a mentor training program approved by the State of Maine Department of Education.

## ***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.

## ***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.

Delivery of services and technical assistance to Initial Certificate Candidates is specifically outlined in the Mentor Training Handbook.

## ***Maine's Initial Teacher Certification Standards***

- Demonstrates knowledge of the central concepts, tools of inquiry, and structures of the discipline(s) s/he teaches and can create learning experiences that make these aspects of subject matter meaningful to students.
- Demonstrates the ability to integrate the concepts, tools of inquiry, and structures among disciplines.
- Demonstrates knowledge of the diverse ways in which students develop and learn by providing learning opportunities that support students' intellectual, physical, emotional, and social development.
- Plans instruction based upon knowledge of subject matter, students, and curriculum goals.
- Understands and uses a variety of instructional strategies and appropriate technologies.
- Creates and maintains a classroom environment which supports and encourages learning.
- Demonstrates the ability to support students' learning and well-being by engaging students, home, school, colleagues, and community.
- Understands and uses a variety of formal and informal assessment strategies to evaluate and support the development of the learner.
- Demonstrates an awareness of and commitment to ethical and legal responsibilities of a teacher.
- Demonstrates a strong professional ethic and a desire to contribute to the education profession.

Expanded objectives in proceeding pages

## ***Professional Certification Renewal***

**July:** Certification Renewed

**18 Months Later - January:** Submit Professional Renewal Plan to the Certification Committee

**3 Years to 6 Months Before Next Renewal:** Submit documentation for completed Professional Renewal Plan.

**Before End of School Year:** Be sure the certification chairperson has signed certificate application for employee to send (along with any required fee) to the State Department of Education Office in Augusta.

**July (for next 5 years):** Certificate Renewed.

### **Professional Renewal Requirements:**

1. Six approved college credits or
2. 90 contact hours of in-service courses or
3. Professional growth activities amounting to 90 recertification hours or
4. Any combination of the previous options

**It is important that you submit a Professional Renewal Plan prior to taking any courses or activities.** This will ensure that the course or activity is approved by the Certification Committee for renewal.

Submitted documentation must match the approved Professional Renewal Plan. An amended plan must be submitted and approved if you intend to take alternate courses or activities.

Duties to assist candidates in receiving their professional certificate can be found on pages 3-4.



RSU #73  
 CERTIFICATION COMMITTEE  
 Professional Renewal Plan  
 (PRP)

Name: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Certification Held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Application for Credit Based on:**

\_\_\_\_\_ Course (s)

\_\_\_\_\_ Activity (s)

**Plan Approval:**

Date - Initial: \_\_\_\_\_

# of credits approved \_\_\_\_\_

**Denial:** \_\_\_\_\_

Based on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:**

\_\_\_\_\_  
 Teacher's signature

\_\_\_\_\_  
 Date

Re-submit this application to the RSU 73 Certification Committee with the evidence of successful completion of the course(s) and/or activity(s).

**Name of course/activity:** \_\_\_\_\_ **# of credits requested** \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ # of credits approved \_\_\_\_\_

Sponsoring Unit (if applicable): \_\_\_\_\_

Statement of need:

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Activities (not necessary to list for course)

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Documentation:

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Name of course/activity: \_\_\_\_\_ # of credits requested \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ # of credits approved \_\_\_\_\_

Sponsoring Unit (if applicable): \_\_\_\_\_

Statement of need:

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Activities (not necessary to list for course)

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Documentation:

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## ***Transitional Certificate***

### **First Year of the Transitional Certification:**

A transitional endorsement is an endorsement issued to a certified teacher who does not meet all of the requirements for the endorsement. A transitional endorsement may only be issued if the candidate has been assigned to teach the subject for which the transitional endorsement is sought.

**September:** At the discretion of the transitional candidate he/she may elect to have a mentor. If so, a mentor teacher is assigned

**October:** The teacher (mentee) and the mentor teacher meet to develop a TAP or revised TAP which reflects the MDOE issued requirement (6 semester hours) for which the endorsement is sought. The TAP is presented to the Certification Committee.

**January 1:** The Teacher Action Plan must be submitted to the Certification Committee for approval.

**May 1:** A progress report must be submitted to the Certification Committee.

### **Second Year of the Transitional Certification:**

**Fall:** The teacher and the mentor teacher meet. The TAP should be reviewed and revised as needed to meet the requirements put forth by the MDOE.

**April 1:** An update from the mentor teacher must be submitted to the Certification Committee.

**May 15:** The teacher must submit documentation of successful completion of the requirements put forth by the MDOE toward the transitional endorsement to the Certification Committee. Upon completion, the support system will submit a recommendation to the state for renewal or non-renewal.

Each candidate will attend an orientation workshop at the start of the year which will describe the process for achieving this certificate. Duties to assist candidates in receiving their transitional certificate can be found on pages 3-4.

## ***Conditional Certificate***

### **First Year of the Conditional Certification:**

A conditional certificate is a waiver of requirements for the Provisional or Professional Certificate. The mentor teacher must make three (3) classroom observations of the conditionally certified teacher. Each observation must have a pre and post conference and must be documented.

**September:** A mentor teacher is assigned.

**October:** A TAP or revised TAP must be developed by the teacher (mentee) and mentor teacher each year that the conditional certificate is sought. A minimum of six (6) semester hours, as required by the MDOE, must be completed annually. The TAP must be presented to the Certification Committee.

**January 1:** The Teacher Action Plan must be submitted to the Certification Committee for approval.

**May 1:** A progress report must be submitted from the mentor teacher to the Certification Committee.

### **Second Year of the Conditional Certification:**

The mentor teacher must make a minimum of three (3) classroom observations of the conditionally certified teacher. Each observation must have a pre and a post conference and must be documented.

**Fall:** The teacher and the mentor teacher meet to review the TAP and make revisions as necessary in order to meet the requirements of 6 semester hours put forth by the MDOE.

**April 1:** An update from the mentor teacher must be submitted to the Certification Committee.

**May 15:** The teacher must submit documentation of successful completion of the requirements put forth by the MDOE toward the transitional endorsement to the Certification Committee. Upon completion, the support system will submit a recommendation to the state for renewal or non-renewal.

Each candidate will attend an orientation workshop at the start of the year which will describe the process for achieving this certificate. Duties to assist candidates in receiving their conditional certificate can be found on pages 3-4.

## ***Targeted Need Certificate***

The targeted need certificate is a one-year certificate issued to teachers and educational specialists who are employed in a shortage area and not eligible for another certificate. The MDOE will notify the candidate of the coursework and/or professional requirements of the certificate. The candidate must receive prior approval from the MDOE for all coursework. The targeted need certificate must be renewed annually and cannot be issued for more than three years.

A minimum of six (6) semester hours must be completed annually. A TAP or revised TAP must be developed each year that the targeted need certificate is sought and presented to the Certification Committee by the November meeting. The TAP must reflect the six (6) semester hours of coursework required by the MDOE. Documentation of completion of the six (6) semester hours must be presented to the Certification Committee by May.

### **The applicant must:**

- Obtain approval by the Certification Committee of a TAP for a targeted need certificate
- Have met the qualifying scores for reading, writing and math on the Pre-Professional Skills Test (PPST) or the Computer-Based Exam prior to issuing a second certificate
- Demonstrate to the Certification Committee that he or she has annually completed the amount of approved study ordinarily required for renewal of a Professional Certificate. Approved study must consist of courses unless the MDOE gives advance approval to an action plan which substitutes in-service training for courses, in whole or in part.
- Be observed at least 3 times yearly by mentor.
- Obtain a recommendation of Certification Committee for the targeted need certificate to be renewed. It may be renewed twice.

Each candidate will attend an orientation workshop at the start of the year which will describe the process for achieving this certificate. Duties to assist candidates in receiving their targeted need certificate can be found on pages 3-4.

## ***Provisional Certificate***

### **First Year of the Provisional Certificate:**

The initial certificate for recent graduates and people new to Maine. An assigned mentor teacher will make a minimum of three (3) classroom observations of the provisionally certified teacher. Each observation must have a pre and a post conference and must be documented.

**September:** A mentor teacher is assigned.

**October:** The beginner teacher (mentee) and mentor teacher meet to develop a Teacher Action Plan. This TAP will focus on **Maine's Initial Teacher Certification Standards**.

**January 1:** The Teacher Action Plan must be submitted to the Certification Committee for approval.

**April:** Documentation of three (3) formal observations is submitted to Certification Chairperson.

### **Second Year of the Provisional Certification:**

The mentor teacher will make a minimum of three (3) observations of the provisionally certified teacher. Each observation must have a pre and a post conference and must be documented.

**Fall:** The teacher and the mentor teacher meet to review the TAP and make any necessary revisions to focus on the **Maine's Initial Teacher Certification Standards**.

**April:** A final report from the mentor teacher must be submitted to the Certification Committee.

**May 15:** The Certification Committee will submit a recommendation to the state for renewal or non-renewal / awarding of a Professional Certificate.

Each candidate will attend an orientation workshop at the start of the year which will describe the process for achieving this certificate.



**RSU #73  
CERTIFICATION COMMITTEE  
Teacher Action Plan  
(TAP)**

Name: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Certification Held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Mentor Teacher:** \_\_\_\_\_

**Teaching/School Experience:** \_\_\_\_\_

**Plan Approval:**

**Denial:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Based on:**      Goals and/or Experience

**Note:**

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

Re-submit this application to the RSU 73 Certification Committee with the evidence of successful completion of the course(s) and/or activity(s).

**PROVISIONAL CERTIFICATION HOLDERS  
AND INITIAL CERTIFICATION CANDIDATES  
TEACHER ACTION PLAN**

**GOAL#1** \_\_\_\_\_

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**ACTIVITIES** \_\_\_\_\_

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**EVIDENCE OF COMPLETION** \_\_\_\_\_

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**GOAL#2** \_\_\_\_\_

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**ACTIVITIES** \_\_\_\_\_

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**EVIDENCE OF COMPLETION** \_\_\_\_\_

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**GOAL#3** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVIDENCE OF COMPLETION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOAL#4** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVIDENCE OF COMPLETION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***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.

### ***Educational Technicians Authorization Renewal***

In order for an Educational Technician to renew an authorization, he/she must complete the equivalent of 3 credits of work-related study within the five year authorization period. The 3 credits may be composed of college credits, CEUs, or contact hours.

Work-related study will be summarized on the Educational Technician Authorization Renewal (ETARP) form.

It will be the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by RSU 73, as well as provide the district with a copy of the respective document.

## ***Clarification of Professional Standards***

1. Has Knowledge of Subject Matter
2. Can Integrate Various Disciplines into Learning
3. Uses Diversified Instruction for Student Learning
4. Uses Curriculum Planning for Classroom Instruction
5. Uses a Variety of Instructional Strategies and Technologies
6. Creates a Positive Classroom Environment
7. Creates an Expanded Community for Learning
8. Uses Appropriate Student Evaluation
9. Demonstrates Ethical and Legal Responsibilities
10. Has Strong Professional Ethics

## ***Certification Committee Self-Evaluation***

At the last meeting, the Certification Committee will review all certification-related activities completed throughout the year. Processes, forms, and communication methods will be examined and recommended changes made, as necessary, to improve the PLCSS.

Upon completion of the certification process, each individual applying for certification will complete a survey of the process to provide feedback to the Certification Committee. The Certification Committee will use the feedback to set goals for the next year.

## ***Frequently Asked Questions***

### **What is approved study?**

A combination of credits and/or contact hours approved in your Professional Renewal Plan. (Must be approved in advance by the Certification Committee).

### **What is a contact hour?**

Clock hours involved in approved independent study/in-service programs.

### **What is a Continuing Education Unit (C.E.U.)?**

1 C.E.U. is the equivalent of 10 contact hours.

### **What is a credit hour or semester hour?**

1 credit hour or semester hour is the equivalent of 15 contact hours in an approved project or course.

### **What is an endorsement?**

A notation on your certification specifying grade level/subject area which you are certified to teach.

### **What is a recertification?**

The initial conversion from a 501 Provisional Certificate to 502 Professional Certificate.

### **What is a mentor?**

An experienced teacher responsible for assessing provisional, conditional and transitional candidates.

### **What is teaching the exceptional student in the regular Classroom?**

Any course approved by the Maine Department of Education to meet the requirement of studying ways to deal with mainstreamed special education students. Must be taken before your first 502 renewal.

### **What is a Provisional Certificate?**

The initial certificate for recent graduates and people who are new to Maine; it is the prerequisite for the 5 year Professional Certificate. It is for two years. It requires that teachers have a mentor, develop a Teacher Action Plan and have passed any exams required by the State and have fulfilled the State's fingerprint requirement.

### **What is a Conditional Certificate?**

A waiver issued for one year. It can be renewed up to three times under certain circumstances. It requires that teachers have a mentor and develop a Teacher Action Plan and have fulfilled the State's fingerprint requirement.

### **What is a Professional Certificate?**

A five year certificate obtained after the Provisional Certificate. It is renewable upon completion of a Professional Renewal Plan approved by the Certification Committee. It stipulates grade level and subject. No mentor is required. Documentation of fulfillment of the State's fingerprint requirement is necessary.

### **What is a transitional endorsement?**

An endorsement for teachers who don't meet the criteria for specific subjects that they teach. It is for present certificate holders. Teachers must meet state requirements for the certificate within a five year time frame. Teachers must take 6 hours of coursework and equivalent locally approved study annually until the goal of 36 hours is met leading to a 502 certification in the subject area. There is an 18 hour criteria the one time you recertify from 501 to 502. Teachers may show 12 hours of coursework and 6 hours of locally approved "equivalent study".

## ***Commonly Used Terms***

PLCSSP – Professional Learning Communities Support System Plan

PRP - Professional Renewal Plan

TAP - Teacher Action Plan

Mentor - an experienced person who facilitates the growth of a beginning teacher, i.e. Support Person

Mentee - the beginning teacher, transitional candidate or conditional candidate

Support System - the mentor/mentee collaboration for achieving professional certification with oversight from the Certification Committee

Certification Committee - a committee who oversees the professional recertification of teachers, educational technicians and local support systems (i.e. mentor/mentee)

MDOE - Maine Department of Education