

Recertification timelines and process for staff who are up in 2008.

Step	Educator/staff		Administrator
1	Engage in activities for Option 2 Check in with administrator:	ongoing	Educator submits requests for approvals of activities requiring release time, professional days and costs, using MLP.
2	Two Demonstrations of skills must be complete. Educator uses MLP and holds evidence for meeting with Administrators (Not for staff ending in 2008)	December 1	Administrator approves the demonstrations and keeps track of staff who have completed them.
3	Complete the Year 3 Reflective Evaluation Summary of the IPDP. Meet with Administrator to discuss and view evidence of the completion of the IPDP.	By Feb 15	Educator meets with supervising administrator to review completion of IPDP.
4	Complete the Recertification Completion and Determination Form and attaches the required information. (copy of IPDP PD Goals Form, Reflective Summary, and the content and goals Licensure reports) Submit the packet to the Principal.	By March 15	Administrator evaluates the Reflective Summary and completed IPDP and if approved, signs the Determination Form, submits the packet to the Superintendent, and gives a copy of the signed Determination form back to the Educator. If the Administrator makes the determination that the Educator has not completed the process, the packet is returned to the Educator with the reasons why.
5	If the determination from the Administrator is that the teacher has fulfilled their IPDP and professional development requirements, the educator goes to Step 6. If the teacher disagrees with the determination, he/she meets with the administrator to find out what more needs to be done.	By March 20 By March 30	Satisfactory Determination forms are sent to the SAU. Unsatisfactory determinations are returned to the Educator for re-submittal. Meet as needed and come to a resolution.
5A	If the educator continues to disagree, a written appeal needs to be made to the Superintendent.	By April 5	Superintendent schedules a meeting.
5B	Appeals heard and determined.	By April 15	Superintendent gives written notification to the Educator and Administrator.
6		By April 30	SAU receives the DOE Recertification Forms and sends them to the educators who have completed the IPDP process.
7	Educators who are completed submit the Recertification Forms and money to the Department of Ed. <i>(Educator keeps a copy of what was sent and when it was sent.)</i> Goes to Step 8	By May 30	
7-A	Educators who have not completed the IPDP process as determined by his/her administrator has to get it in ASAP. When done, steps 6-8 are done.	By June 1	
7-B	Educators who are still not completed by June 1 st will have to have a scheduled meeting with the Superintendent as to the next step.	To be determined	Meeting with Superintendent
8	When the Educator receives the new certification from the DOE, he/she submits a copy of it to the SAU and gives a copy to the Administrator.	Through the summer and by the start of the school year.	Administrator files the new certification in the HQT file at school. SAU files the original packet in the personnel file.

Any step may be done sooner than the date listed. Time for appeals must be built in, but there is no prohibition for completing the recertification process earlier than listed here.

2/16/08