

Renewal Activity Application Instructions

This application is intended to allow participants of a convention, workshop, or training to receive renewal credits toward their professional educator certification. If your office will be hosting or attending an activity that will aid in the personal growth of attendees as educators and education associates, it is highly recommended your office applies for the pre-approval of renewal credits for participants.

Before completing the renewal credit pre-approval application, your office needs to **designate someone to take attendance at the activity and to issue certificates of completion to attendees with professional educator certificates**. If educators not employed by the SCDoe will be attending the activity, the designee is also responsible for offering certificates of completion to those attending educators. It is recommended that the designee have qualifying participants complete a sign-in sheet at the event, requesting their name, address, and email so that the certificate of completion can be sent to the educator once the designee can personalize the certificate of completion with the applicant's information.

When completing the application, please list a contact within your office that will be responsible for distributing certificates of completion to attendees. If the office contact won't be the one taking attendance or signing certificates of completion, please include the name of this designee in the "**Attendance Confirmation Signee**" space of the application. Otherwise, repeat the office contact's information.

In the space provided for "**Activity Description and Objectives**," please submit a short, 2-3 sentence description on the activity's nature, goals, and how it will facilitate the personal growth of attendees. This is meant to give the renewal coordinator a general idea of what the activity entails and does not require details of all content within a conference, workshop, or training.

If the professional development will be offered online, please enter the contact address for your office in the "**Activity Location**" space.

Upon completion of the application, the renewal coordinator will contact your office and supply a **certificate of completion** template if the activity is pre-approved for renewal credit. This certificate of completion template is to be completed for each attendee that will receive renewal credit and should be given to attendees within four weeks following the conclusion of the renewal activity. If you have any questions, feel free to contact the current renewal coordinator for assistance.