

West Carroll Special School District
Procedures for Renewing Professional Teacher License

General Information

Keeping a current teacher license is the responsibility of the teacher. However the district will be glad to assist personnel who are updating or renewing their license. Please refer to the Tennessee State Department of Education website, <http://tn.gov/education/lic/index.shtml>, for the most current information for renewing teacher license.

The Professional Teacher License must be renewed every ten years. Requirements for renewal are determined by level of education. All educators holding a Professional License based on a Bachelor's degree must earn 90 renewal points. All educators holding a Professional License based on a Master's degree or higher who have accrued five years of acceptable experience during the ten-year validity period of the license require no renewal points only verification of experience. If all experience has been in Tennessee public school systems no verification is required.

Renewal Points

Renewal activities should focus on the goals of the educator that are consistent with those of the school, school system, state, district, or nation and when possible should be part of the educator's professional growth plan. **The activities used for renewal purposes should be planned jointly with the person who conducts the local evaluation for the educator. All activities must be approved in advance on the attached form.** Activities should focus on goals of the educator for strengthening content, pedagogical, or professional skills, and for remaining current on other educational issues.

Renewal points may be earned in a variety of ways. For example, an educator may choose to earn coursework, or participate in pre-approved professional development activities. Professional development activities can not be part of the state funded in-service days and can not be conducted during days and/or hours for which educators are already being paid by local school systems. If employed in a TN public school system, the activities can not be attended during school hours. (Exception: activities completed on personal/professional days may be usable by Tennessee public school educators)

The same activity conducted more than one time can be counted only one time for renewal purposes. Example: mentoring, working with student teachers, SACS committees, school improvement activities, CPR certification. Activities that are not K-12 education related enhancing the ability of the educator may not be acceptable. (For example: Athletics, Coaching/Clinics, Band Camp/Director, Bus Driver Competitions, Choral Presentations, Clubs, etc.)

Acceptable Coursework for Renewal

Course work must be completed at a regionally accredited institution. If an educator chooses to renew by taking coursework, academic credit at the undergraduate level must be earned in professional education (includes early childhood education, psychology, English as a second language and special education), current area of endorsement, computer science/computer technology, or foreign language. (Sign language is not considered a foreign language and can only be used if the educator is endorsed in any area of Special Education) Graduate level coursework may be earned in any area which is clearly related to public education.

All coursework must be reflected on an official transcript from an accredited university and submitted to the Office of Teacher Licensing with the renewal application.

Deadline for Renewal Points and Documentation of Renewal Request from State

Local district policy requires that all renewal points and documentation of state application renewal be submitted to the district office by April 1 of the year the license expires. (For example, if your license expires August 31, 2010, evidence of renewal points and application for license renewal must be submitted to the office by April 1, 2010.) Failure to submit evidence of application renewal by April 1 may jeopardize contract renewal for the next school year.