

Certification Reminders

END OF THE YEAR TIPS

Before you head off to summer vacation, make sure you have completed your contractual professional learning obligations and that you are on track to easily renew your teaching certificate.

- **New Teacher PD Hours:** Ensure that you are on track to earn your 90 hours in 3 years of professional learning. Be sure that these hours are recorded accurately and submitted in the form the district requires.
- **MOECS:** Check your MOECS account for accuracy. Be sure to complete all evaluations to earn credit. Some districts award SCECH credit through local RESA or ISD and upload all credits at the end of the year rather than as each is earned. Be sure that you are accurately awarded all credits you have earned. If there is an error, check with the district right away to get the error corrected.
- **Missed PD/Meetings:** If you missed any district-provided professional development or required meetings, check your contract to determine make-up requirements.
- **SCECH Credit:** On average, you should earn 30 SCECH credits per year to be on track to renew your certificate. Some districts provide these hours through their professional learning. Check to ensure that your district is providing SCECH credit for you. If not, see if there are any contractual requirements for earning those credits on your own.



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