

Submitting Renewal Credits

Certified educators employed by Horry County Schools will use the following guidelines for submitting renewal credits.

- **College Credits (Option 1 in the SCDE Renewal Credit Matrix)**
Prior to enrolling within a college course, the educator will complete the *Graduate Coursework Approval Form* (available on the HCS Staff Development webpage and within the Document tab in Truenorthlogic) and submit to supervisor for approval.

Upon completion of a college course, the official transcript, in the college/university's **sealed envelope**, is to be mailed to the district renewal certification clerk in Human Resources. (If a transcript is to be used for anything other than certificate renewal, such as adding an area or upgrading to another level, the transcript should be sent to the State Department and to Donna Durant in Human Resources.)

- **State Department of Education Certificate Renewal Course (Option 2 in the SCDE Renewal Credit Matrix)**
Upon successful completion of an official SDE recertification course, the educator will be given a form from the SCDE entitled, *Official Documentation for Completion - SDE Approved Recertification Course*, which must be signed by the educator's supervisor as verification that the course supports the educator's GBE goals. The form is then submitted to the district renewal certification clerk in Human Resources.
- **District Professional Development Activities (Option 3 in the SCDE Renewal Credit Matrix)**
All district sponsored professional development activities will be housed in the district's professional development management system, Truenorthlogic. When an educator enrolls/registers in professional development sessions listed within the system's catalog, a transcript of his/her experiences is generated. Course completion certificates are also generated within the system. The transcript for professional development earned should be printed and signed by the educator's supervisor as verification that the sessions attended support the educator's GBE goals. The transcript is then submitted to the district renewal certification clerk in Human Resources.

Educators can access their professional development transcripts and certificates for district sponsored professional development activities by selecting the tab **View My Transcript** on the homepage in Truenorthlogic.



Once the transcript is displayed, the educator can select certificates for printing.

#	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Credit Hours
1.	Edit 21114	21791	Black Belt Face to Face Second Cohort-Second Meeting	04/23/2013	04/23/2013	04/23/2013	55338741	Completed	Credit	6.0 Points Recertification
2.	Edit 21098	21744	Poverty Simulation	02/27/2013	02/27/2013	02/28/2013	40992741	Completed	Credit	6.5 Points Recertification
3.	Edit 21021	21596	Black Belt Face to Face MS & HS Cohort-Final Meeting	02/05/2013	02/05/2013	02/05/2013	64707832	Completed	Credit	6.0 Points Recertification
4.	Edit 21020	21595	Black Belt Face to Face Elementary Cohort-Final Meeting	02/04/2013	02/04/2013	02/04/2013	29699710	Completed	Credit	6.0 Points Recertification
5.	Edit 20937	21428	Achieve 3000 Training Session for Elementary Coaches	01/22/2013	01/22/2013	01/22/2013	93668553	Completed	Credit	6.0 Points Recertification

- Other Professional Development Activities (Options 4-11 in the SCDE Renewal Credit Matrix)**
 Refer to the **SCDE Renewal Credit Matrix** for eligibility criteria and required verification.
- For out of district workshops and conferences, the following documentation must be submitted to the district renewal certification clerk.
 1. Certificate of Completion from session or conference (if provided)
 2. Agenda(s) from session or conference
 3. *Out of District Professional Development Opportunity Form* (Available on the HCS Staff Development webpage and within the Document tab in Truenorthlogic.)