

Online Certification Guide

After **Login** you should see something similar to this. Note that your renewal year is at the top of the page after your name and position. You can hover your cursor over the Activity Descriptions to see all of the words that don't show.

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Professional Goals for Ellen Elementary - Elementary School Teacher @ CRES (2011)

A Add New Goal

1. To improve my knowledge of best practice in all subject areas that I teach Approved
2. To become more knowledgeable of technology for the classroom. Approved
3. Become more knowledgeable of best practices for classroom management. Approved

B Add Prior Approval

PROFESSIONAL DEVELOPMENT ACTIVITIES

Activity Description	Submitted	Approved	Documentation	Contact Hours
1. To participate in a book group that r...	01/03/2011	01/03/2011*	Not Yet Submitted	0.0
2. Go to the Apple Store at the Maine Ma...	01/03/2011	Denied		0.0
3. Graduate course at USM - EDU 521 - EI...	01/03/2011	01/03/2011	Submitted	45.0
			Total Contact Hours Accumulated	<u>45.0</u>

(Maine DOE requires 90 credit hours for renewal of a Professional Teaching Certificate)

C Print Documentation Form

Certification Information [Click here to go to the Certification Information Web Page](#)

[Click here if you're leaving the district and need a certified record of your approved and documented professional development activities.](#)

Click on **A** to Add Goals. Make sure you hit **Save and Submit Goal** or it won't enter the system.

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Goal

Click on **B** to Add Prior Approvals. Make sure you hit **Save and Submit Prior Approval** or it won't enter the system.

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Certification Activity

Certification Goal: To improve my knowledge of best practice in all subject areas that I teach

Activity Sponsor

Activity Date: -

Activity Credit: Number of

Click on **C** to Print a Documentation Form

Print this form ONLY if the activity does not provide documentation (a certificate, transcript, etc.)

CSD/MSAD 28 Prior Approval Form

Name: **Ellen Elementary**

Current teaching assignment (what, where): **Elementary School Teacher @ CRES**

Certification Activity:

To participate in a book group that reads the book "Everything You Ever Needed to Know about Classroom Management" by D. Best Teacher.

With which of your certification goals does this activity correspond:

Become more knowledgeable of best practices for classroom management.

Activity sponsor: **CRES staff** Activity date: **01/18/2011 - 05/17/2011**

College credits, CEUs to be awarded or contact hours: **5 Contact Hours**

Verification Form for Certification Activity

Verification is necessary only when a learning activity does not issue a grade or certificate of successful completion.

Ellen Elementary has satisfactorily completed the above learning activity.

Contact hours: _____

Signature of Sponsor's Representative Title

Every time you complete a certification activity, you must submit documentation (a certificate, transcript, or documentation form) ASAP after the end date of that activity. Give this documentation to your certification representative or put it in his or her mailbox, or in the certification mailbox. You will receive an email reminder every two weeks until 6 weeks after the end of your activity. After six weeks without documentation your prior will be erased (unless you have a very legitimate reason for not being able to provide that documentation and you make us aware of that reason).

When the system records 90 contact hours, you are done! It will not accept any further submissions.

