

DUMAS ISD
CONTINUING PROFESSIONAL EDUCATION PROGRAM
FOR CERTIFIED EDUCATORS

The Dumas ISD, in an effort to provide a quality learning environment, promotes the philosophy that a changing world requires additional training for the educators who impact the educational programs of the district.

Certified educators can be divided into three groups:

Group 1 - Those who received their certification after September 1, 1999.

Group 2 - Those who received their certification before September 1, 1999.

Group 3 - Those who received their original certification prior to September 1, 1999, but have *added* teaching fields since September 1, 1999.

The local program will be based on the State Board of Educator Certification (SBEC) program outlined below:

Group 1

*Those educators who received their certification after September 1, 1999
(State Law)*

- A. The renewal cycle is every five years at the end of the educator's birth month. For example, an educator born in March who is issued a certificate in December 1999 would be subject to renewal requirements in March 2005.
- B. All certified educators seeking to renew a certificate(s) must:
 - hold a valid Standard Certificate that has not been, nor is in the process of being, sanctioned by SBEC;
 - successfully complete a criminal history review;
 - not be in default on a student loan or in arrears of child support;
 - complete a total of 150 clock hours (teachers) of continuing professional education (CPE); and
 - pay a renewal fee.
- C. Superintendents, principals, assistant principals, counselors, learning resource specialists, educational diagnosticians and master teachers must complete 200 CPE hours. Principals and assistant principals are also required to complete an assessment process designed to assist in the development of a professional growth plan.
- D. To allow maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs, CPE clock hours can be accrued through the following:
 - workshops, conferences, and in-service or staff development given by an approved provider or sponsor; (Dumas ISD in an approved provider.)

- undergraduate and post graduate coursework through an accredited institution of higher education, with one semester credit hour being equivalent to 15 CPE hours;
 - interactive distance learning, video conferencing, or on-line activities;
 - independent study, not to exceed 30 hours;
 - developing curriculum of CPE training materials;
 - presenting CPE activities, not to exceed 15 hours;
 - serving as a mentor, not to exceed 45 clock hours, and
 - serving as an assessor for the principal assessment, not to exceed 15 hours.
- E. CPE hours gained since September 1, 1999 count towards the first five-year cycle. Excess CPE hours gained in one cycle cannot be carried to the next cycle.

Group 2

*Those educators who received their certification before September 1, 1999
(Local Policy)*

- A. The renewal cycle is every five years, beginning on June 1, 2001 and ending January 31, 2006 for the class of 2006. Subsequent classes will begin on February 1, 2XXX and end on January 31, 2XXX with a five (5) year interval between beginning and ending dates.
- B. Certified educators must complete a total of 150 clock hours of continuing professional education (CPE).
- C. Same as Group 1 (C). Superintendents, principals, assistant principals, counselors, learning resource specialists, educational diagnosticians and master teachers must complete 200 CPE hours. Principals and assistant principals are also required to complete an assessment process designed to assist in the development of a professional growth plan.
- D. Same as Group 1 (D). To allow maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs, CPE clock hours can be accrued through the following:
- workshops, conferences, and in-service or staff development given by an approved provider or sponsor; (Dumas ISD in an approved provider.)
 - undergraduate and post graduate coursework through an accredited institution of higher education, with one semester credit hour being equivalent to 15 CPE hours;
 - interactive distance learning, video conferencing, or on-line activities;
 - independent study, not to exceed 30 hours;
 - developing curriculum of CPE training materials;
 - presenting CPE activities, not to exceed 15 hours;
 - serving as a mentor, not to exceed 45 clock hours, and
 - serving as an assessor for the principal assessment, not to exceed 15 hours.

E. CPE hours cannot be carried forward to the next cycle; therefore, all certified educators begin on June 1, 2001 with a zero (0) hour CPE balance.

Group 3

Those educators who received their original certification prior to September 1, 1999 but have added teaching fields since September 1, 1999

- A. Educators in Group 3 must comply:
1. With Group 2 program requirements for teaching fields, for which certification was dated prior to September 1, 1999. The renewal cycle is every five years, beginning on June 1, 2001 and ending January 31, 2006 for the class of 2006. Subsequent classes will begin on February 1, 2XXX and end on January 31, 2XXX with a five (5) year interval between beginning and ending dates. (Local Policy)

and

 2. With Group 1 program requirements for teaching fields, for which certification is dated on or after September 1, 1999. The renewal cycle is every five years at the end of the educator's birth month. For example, an educator born in March who is issued a certificate in December 1999 would be subject to renewal requirements in March 2005. (State Law)
- B. 1. Same as Group 2. Certified educators must complete a total of 150 clock hours of continuing professional education (CPE).
- and
2. Same as Group 1. All certified educators seeking to renew a certificate(s) must:
- hold a valid Standard Certificate that has not been, nor is in the process of being, sanctioned by SBEC;
 - successfully complete a criminal history review;
 - not be in default on a student loan or in arrears of child support;
 - complete a total of 150 clock hours (teachers) of continuing professional education (CPE); and
 - pay a renewal fee.
- C. Same as Groups 1 and 2. Superintendents, principals, assistant principals, counselors, learning resource specialists, educational diagnosticians and master teachers must complete 200 CPE hours. Principals and assistant principals are also required to complete an assessment process designed to assist in the development of a professional growth plan.
- D. Same as Groups 1 and 2. To allow maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs, CPE clock hours can be accrued through the following:
- workshops, conferences, and in-service or staff development given by an approved provider or sponsor; (Dumas ISD in an approved provider.)

- undergraduate and post graduate coursework through an accredited institution of higher education, with one semester credit hour being equivalent to 15 CPE hours;
 - interactive distance learning, video conferencing, or on-line activities;
 - independent study, not to exceed 30 hours;
 - developing curriculum of CPE training materials;
 - presenting CPE activities, not to exceed 15 hours;
 - serving as a mentor, not to exceed 45 clock hours, and
 - serving as an assessor for the principal assessment, not to exceed 15 hours.
- E. Certified educators satisfying Group 1 requirements may count CPE hours gained since September 1, 1999. Certified educators satisfying Group 2 requirements will begin June 1, 2001 with a zero (0) CPE balance. CPE hours cannot be carried forward into the next cycle with regard to Group 1 and Group 2 requirements.
- F. Educators satisfying Group 1 requirements automatically satisfy Group 3 requirements, unless the areas of certification added after September 1, 1999 are not renewed.

General Program Provisions

- ◆ Educators are responsible for maintaining official records of CPE hours earned.
- ◆ The district will maintain a folder for each educator and keep a record of all CPE hours that are turned into Central Office. The contact persons are Neta Clark and Carol Miller.
- ◆ The district will provide CPE certificates for approved local activities. The educator will receive one copy, and a duplicate will be placed in the teacher's CPE file at Central Office.
- ◆ Any record of CPE hours earned from approved providers must be turned into Central Office for inclusion in the educator's file, as the district has no ability to gain access to the certificate other than from the educator.
- ◆ It is the educator's responsibility to maintain the *official* record of CPE hours gained. As a courtesy to DISD educators, the district will also maintain an *unofficial* record of CPE hours gained. The district will require verification of any CPE hours gained that are not on file to be reported at the end of each class cycle.
- ◆ Excess CPE credit hours gained during one given cycle cannot be carried over to the next cycle.
- ◆ "Equivalency" time credit hours may be earned while attending CPE activities that are held outside the school day, and these hours will count for both CPE and "Equivalency" time. "Equivalency" credit hours may be used for scheduled "equivalency" staff development days in the approved school calendar only.

Action of the Board of Trustees

The Board of Trustees, on April 9, adopted the Dumas ISD Continuing Professional Education (CPE) program, effective as of June 1, 2001, for certified educators. The action of the board is reflected in board policies DMD (Local) Professional Development and DFBB (Local) Term Contracts: Non Renewal.