

SECTION VIII: RECERTIFICATION

A. OPTION 1: Project Evaluation

1. Keep records of project work as indicated in plan.
2. Submit *Project Evaluation* form (Appendix IIE) in the spring of the expiration year.
3. The Project Evaluation, Self-Assessment Checklist, and Reflection Worksheets will be used to determine qualification for re-certification.

B. OPTION 2: Activity Log

1. Record the activities on the *Activity Log* (Appendix IIF).
2. Submit the completed Activity Log in the spring of the expiration year.
3. The Activity Log, Self-Assessment Checklist, and Reflection Worksheets will be used to determine qualification for re-certification.

C. Application to the Department of Education

1. The supervisor will verify successful completion of requirements and inform the superintendent.
2. The superintendent will issue a signed application form.
3. The application must be sent by the professional to the Department of Education with the required fee in a timely manner to prevent expiration of certification.
4. A copy of the professional's certification must be on file at all times. Therefore, send a copy to the SAU office immediately upon receipt of renewal.