

## **Certification Renewal Process**

### **Certification Renewal Process – Via MLP**

1. Schedule meeting with administrator between March 15th and April 30th
2. Staff pulls report of hours to be sure all are accounted for and brings to meeting
  - a. Log into MLP
  - b. Select "My Portfolio" from the left navigation bar
  - c. Select "View Licensure" (may already be showing)
  - d. Use the drop-down to select the area you want to search for hours then select "Search" (No need to change the date range as your current cert cycle is already reflected)
  - e. This report will show you the activities that you have entered in MLP as well as entries titled "Certification Cycle Hours Prior to MLP" and a summary of the hours for each area.
  - f. Once each report comes up, there is an option at the top of the page to Print Screen
3. Beginning March 1st staff selects the orange "Manage" button next to their plan in MLP then selects "Mark Complete" to submit to administrator for final approval. Please note that the end date of your plan has been changed to 3/15/15.
4. Administrator will see plan in their queue for final approval but will not approve until the meeting with staff
5. Administrator and staff review the current plan for completed goals and hours earned for renewal
6. Administrator submits final approval which is routed to the SAU
7. SAU will recommend the staff member for renewal to the DOE and notify staff via email when they may log into EIS and process their renewal
8. When the staff member receives their new certification in the mail they send a copy to the SAU  
Attn: Brenda Marschok for reimbursement

### **Writing Your New Professional Growth Plan in MLP**

1. Staff creates a draft Professional Growth Plan in MLP prior to meeting renewal with their administrator
2. Together they review the plan for required elements and viability
  - a. New plan Start Dates should be 5/1/15, End Date should be 3/1/2018
  - b. Three goals selected (one District Goal, One Building Goal and One Personal Goal)
  - c. Objectives for each goal clearly outlined
3. Revisions are made and draft is submitted to administrator for approval no later than June 1st