



**REQUIRED DOCUMENTATION FOR EQUIVALENT ACTIVITIES**

**All documentation/verification must be in writing, with verifier's signature, and must include date(s) of attendance or participation** (examples include Certificates of Attendance, Certificates of Completion, letters, or memoranda). The equivalent activities must occur during the validity dates of the current APC. Any additional items must have the approval of the certification coordinator.

**Equivalent credit is for APC renewal purposes only and cannot be used toward advanced salary placement.**

**\*15 clock hours = 1 equivalent credit.**

<p><b>OPTION 1: Attendee at a state/national conference</b> requires written verification by conference sponsor or your supervisor of your attendance. If presenter or committee chairperson, verification must include service in this capacity.</p> <p><b>OPTION 2: Teaching a college/university or in-service course</b> requires written verification by the department head along with the credit hours offered to the students; or, in the case of CPD courses, written verification by an administrator from the sponsoring office.</p> <p><b>OPTION 3: Supervising a student teacher/specialist/administrator during the internship experience</b> requires verification by the college/university attended by the student or verification by the principal/supervisor at the work location where you supervised the student. The verification should indicate that the supervisory experience was successfully completed. Certificates of Appreciation or similar documents from the college/university are also acceptable verification.</p> <p><b>OPTION 4: Writing/research**</b> requires a copy of the unit, article or book which will be returned upon request and description of how the material will be used along with the principal/supervisor's written verification that the material was successfully demonstrated in the educator's assignment.</p> <p><b>OPTION 5: Travel programs relevant to one's assignment**</b> require an outline of how the travel experience was used in your assignment, dates of travel, destination, and purpose of travel, along with the principal/supervisor's written verification that the experience was successfully applied to the educator's assignment as outlined.</p> <p><b>OPTION 6: Systemwide curriculum development</b> requires verification from the curriculum coordinator, including the number of clock hours involved in the development.</p>	<p><b>OPTION 7: Consultant activities</b> require the sponsor's verification, including the activity's relevance to the education system and the number of clock hours involved. The verification letter also should include some of the performance tasks, such as lectured, showed films, analyzed data, developed a contract, established criteria, wrote a synopsis, etc.</p> <p><b>OPTION 8: Design and Implementation of an innovative school project/grant**</b> requires verification from the principal or project/grant supervisor of its successful design and implementation with a brief general outline of your participation in the design and implementation of the project. Explain the nature of the project, the objectives, procedures and instrumentation, evaluation criteria, and number of clock hours involved.</p> <p><b>OPTION 9: Presenter in a planned lecture series</b> requires the sponsor's verification, including the lecture series' relevance to the education system and the number of clock hours involved.</p> <p><b>OPTION 10: Year long, countywide committee membership</b> requires verification from the committee chairperson.</p> <p><b>OPTION 11: MCPS Education workshops or training programs</b> require verification from the program coordinator or supervisor, including the number of clock hours involved.</p> <p><b>OPTION 12: Mentoring new teachers/specialists/administrators</b> requires verification from the principal/supervisor including verification that the "Mentor Expectations" as defined by the Office of Human Resources and Development were followed.</p> <p><b>OPTION 13: CEU documentation</b> requires an original certificate of completion from the preapproved MSDE provider, including the number of clock hours involved. All certificates of completion must be submitted in date order and should not include duplicates.</p>
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\*\*Sample supervisor verification statement for options 4, 5, and 8, that can be added at the end of the written summary or outline of the activity:

I verify that the experience detailed above was successfully implemented and applicable to this educator's assignment.

Signature, Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SAMPLE**