



Technology Proficiency Renewal Form Completion Instructions

by Tim Van Heule, Coordinator of Distance Learning

Please note, this form should only be completed and submitted to techprof@greenville.k12.sc.us if the technology proficiency renewal date expires within six (6) months.

1. Open the Technology Proficiency Renewal Form and complete the necessary fields; this form is available from your Instructional Coach/Curriculum Resource Teacher or on the web at http://www.greenville.k12.sc.us/gcsd/depts/ets/its/docs/tech_prof_fm.doc.

Technology Proficiency Renewal Form

*State proviso requires that all teachers meet/renew technology proficiency every five years. Greenville County uses Intel Teach to the Future 1 or Intel Teach to the Future 2 to meet initial technology proficiency. **Once a teacher acquires initial proficiency, they must accrue 30 hours of technology points over the next five years in order to renew technology proficiency.** These 30 hours can be ANY type of technology workshop or technology integrated workshop offered at the school or district (IGPro, Software Training, Promethean Training, etc). This also includes conferences and graduate level technology classes.*

To request renewal of technology proficiency, please complete the following steps and submit the request to techprof@greenville.k12.sc.us

1. Fill out the information on the form below (**type in the blue boxes**)
2. Copy and paste all points/credits from the My Recertification tab in the Professional Development Tool (Portal)
3. Highlight all technology workshops you are requesting to count towards your proficiency renewal
4. Request an extension only if you do not have enough points to renew your technology proficiency
5. Email this form to techprof@greenville.k12.sc.us or fax it to (864)355-9849

Once points have been verified, proficiency will be entered into the State Department of Education website and your certificate will be updated.

Name:

@greenville.k12.sc.us

School Email Address:

Certificate Number:

School:

Employee Number:

Telephone Number:

2. Open an Internet browser, go to the Greenville County Schools Employee Portal, <http://portal.greenville.k12.sc.us>, login to the “Professional Development Tool” and click on the “My Recertification” tab to view earned points and credits



Professional Development

Welcome

- MY CLASSES
- CATALOG
- MY SCHEDULE
- MY RECERTIFICATION
- LOGOFF

Add Out-Of-District In-Service Points	Modify/Delete Out-Of-District In-Service Points	
Current Earned In-Service Points	Earned In-Service Points In Prior Validity Period	Exchange Day Credit

Your certification will expire on 6/30/2011
To access Renewal Forms, Click Here.

Professional Development Version 1.0
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Click on this button to see
“Current Earned In-Service Points”
(current certification points are displayed here)

Click on this button to see
“Earned In-Service Points in Prior Validity Period”
(previous certification points are displayed here)

Click on this button to see
“Exchange Day Credit”
(exchange day credits are displayed here)

At this time, technology proficiency and certificate renewal are not linked, or tied together in any form or fashion. Therefore, it is important to note that points or credits earned from technology related in-services, trainings, workshops, etc. may be found in both the “current” and “prior” period, depending when you earned your initial technology proficiency.

The example below is from the “Current Certification Period”

Points earned are displayed in the “Point(s)” column

Current Earned In-Service Points						
Title	Date	Location	Instructor	Point(s)	Option Number	
Exciting Writing with Technology Tools	7/8/2008	Rm 342 JLM	Mauney, Fran & Herd, Laura & Roe, Tom	0	3	
Smartboard Training	9/11/2008	TBA	Mauney, Fran & Mathis, Michelle	1	3	
Building A Website	9/22/2008	Miller Computer Lab	Mauney, Fran & Thomas, Emily	2	3	
Promethean ActivExpression Training	10/2/2008	Central Office Conference Room A	Van Heule, Tim & McCoy, Jeff & Kathryn Vaughn	3	3	
Fast ForWord Progress Tracker Training	10/20/2008	Monaview, Computer Lab	Whittingham, Debra & Jackson, Janene	3	3	
CompassLearning Foundations I	10/27/2008	Monaview, Computer Lab, Room 605	Whittingham, Debra & Jackson, Janene	2	3	
ActivExpression	11/5/2008	Fallon Finley's Room	Mauney, Fran & Thomas, Emily & Turner, Cathy	2	3	
Title I Facilitators Only - Title I Promethean Activstudio Training	12/3/2008	Armstrong ES Computer Lab	Cushman, Tim & Mauney, Fran & Merritt, Kevin	2	3	

the “0” displayed in this column indicates that “Exchange Day Credit” was earned instead of points; the information displayed in the “Exchange Day Credit” section will display the hours earned for this particular in-service, trainings, workshops, etc.

2a. Use the mouse to “select” the information* displayed in each section, “Current,” “Previous,” and “Exchange Day”

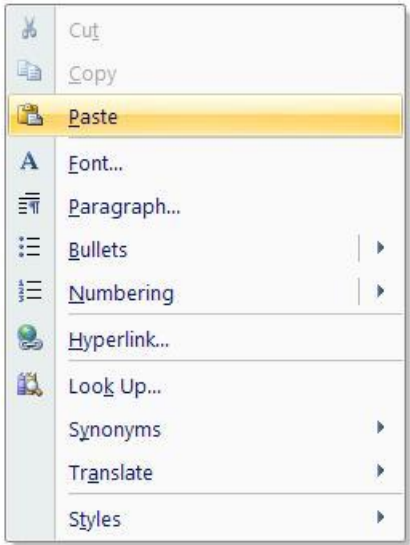
2b. Click the right-click button on the mouse to “copy” the highlighted information or click the “Edit” function on the toolbar to “copy”

**Important Note – information can be selected by clicking and holding the left-click button on the mouse down and dragging over the text displayed – COPY ALL OF THE INFORMATION DISPLAYED!*


Current Earned In-Service Points						
Title	Date	Location	Instructor	Point(s)	Option Number	
Exciting Writing with Technology Tools	7/8/2008		Fran & Herd, Laura & Roe, Tom	0	0	
Smartboard Training	9/11/2008		ney, Fran & Mathis, Michelle	1	0	
Building A Website	9/22/2008		ney, Fran & Thomas, Emily	2	0	
Promethean ActiExpression Training	10/2/2008	Cent	Jim & McCoy, Jeff & Kathryn Vaughn	3	0	
Fast ForWord Progress Tracker Training	10/20/2008		ham, Debra & Jackson, Janene	3	0	
CompassLearning Foundations I	10/27/2008	Monat	ham, Debra & Jackson, Janene	2	0	
ActiExpression	11/5/2008		n & Thomas, Emily & Turner, Cathy	2	0	
Title I Facilitators Only - Title I Promethean Activstudio Training	12/3/2008	Armstrong Es Computer Lab	Quinnan, Tim & Mauney, Fran & Merritt, Kevin	2	0	

2c. Return to the Technology Proficiency Renewal Form in Microsoft® Word and “paste” the copied information into the second page of the document by either right-clicking and choosing “paste” or by clicking on the “Edit” function on the toolbar and choosing “paste.”

Copy and paste professional points/workshops from the My Recertification Tab in the Professional Development Registration Tool (Portal) Here



Use the right-click button on the mouse to “paste” the highlighted information or click the “Edit” function on the toolbar to “paste”

3. Highlight the technology related in-services, trainings, workshops, etc. using the “Highlighter Tool*”  within Microsoft® Word; 30 hours of technology related in-services, trainings, workshops, etc. are required for renewal

*Important Note – the “Highlighter Tool” can be found on the formatting toolbar within Microsoft® Word. Once activated, use the “Highlighter Tool” to highlight information just as you would use a real highlighter

Total the points earned in the “Point(s)” column

Earned In-Service Points In Prior Validity Period					
Title	Date	Location	Instructor	Point(s)	Option Number
Indepth Look at 4-Blocks, Big Blocks, or Building Blocks	11/8/2007	Lake Forest Elementary School	Roe, Tom & Newman, Gale & Debbie Arechiga	12	3
Promethean Board Introduction	9/11/2007	Room 104	Van Heule, Tim & Grant Jr., Robert	2	3
ITI - Integrating Thematic Instruction Training	6/4/2007	Media Center	Grant Jr., Robert & Jill Hay - Susan Kovalik and Associates	7	3
Promethean Board Introduction	4/12/2007	Paris Elementary	Grant Jr., Robert & Van Heule, Tim	1	3
Creating a Useful Website	3/21/2007	Media Center	Grant Jr., Robert & Cloer, Georgia	2	3
Sensory Input and How it relates to brain-compatible learning	1/24/2007	Media Center	Durham, Judy	1	3
ClassXP for Homeroom Teachers	9/26/2006	Computer Lab	Grant Jr., Robert	2	3
IG Pro New Teacher Training	9/6/2006	Paris Media Center	Grant Jr., Robert	2	3
Summer Academy	6/19/2006	Tanglewood Middle, room 710	Gillespie, Louise	3	3
Tandberg with Virtual Field Trips	06/25/2008	Upstate Tech Conf 2008	Gallant	1	3
LEARNING FOCUSED STRATEGIES	10/20/2004	PARIS ES	DEBBIE WILLINGHAM	2	3
HOUGHTON MIFFLIN OVERVIEW	08/19/2004	PARIS ES	JUDY DURHAM	3	3
LITERACY PLANNING STRATEGICALLY	08/16/2004	PARIS ES	JUDY DURHAM	3	3
LITERACY COMMITTEE	07/07/2004	PARIS ES	JUDY DURHAM	6	3

Points and credits earned prior to obtaining Initial Technology Proficiency cannot be used for renewal

The example shown above earned Initial Technology Proficiency in December 2004; therefore, any technology points or credits earned prior to this date are not able to be used for renewal. The validity period for this person’s technology proficiency begins December 2004 and ends December 2009.

4. Please check this box if you are choosing to send the technology proficiency renewal information through fax or through the courier. This ensures that you are aware that the Office of Instructional Technology will not contact you to acknowledge receipt of materials. The Office of Instructional Technology strongly encourages that all technology proficiency renewal materials be sent by email to techprof@greenville.k12.sc.us. Users who submit materials through email receive an automatically generated message notifying that materials have been received and will be reviewed within two weeks; however, only those who submit incomplete materials will be contacted.

By checking this box I understand that I will **not** be notified that materials have been received if I send them through the courier or fax them to the number listed above.

5. If a total of 30 hours has not been earned during the current technology proficiency renewal period, an extension can be requested by completing the “Request for Extension” section on the bottom of the Technology Proficiency Renewal Form; extensions will be for six (6) months at which time earned points and credits need to be resubmitted showing compliance with State Proviso

Request for Extension

Complete this section **ONLY** if you do not have the required 30 hours for renewal.

Currently, I do not have enough hours to renew my Technology Proficiency per the State Teacher Technology Proviso. I understand that I am not in compliance with the State Proviso and that this extension is granted by Greenville County Schools. I will submit evidence of my completion within six months of the date below to ensure my compliance with the State Proviso.

Initials:

Type your initials in this box

Date:

Type the date in this box

6. Save the file using your first and last name, i.e. “JohnSmith.doc” and email an attached copy of the file that includes the Technology Proficiency Renewal Form and the earned points and credits from the Professional Development Tool to techprof@greenville.k12.sc.us.

You will not receive confirmation and renewal of your technology proficiency until the expiration date of your initial technology proficiency has passed.

All questions and comments should be directed to techprof@greenville.k12.sc.us.