

PROFESSIONAL ACTIVITY CREDIT FORM (PAC)

Application for non-academic certification renewal credit

NPUC- Office of Education

A teacher may choose to meet a portion of the denominational certification renewal requirements for the Standard Certificate (up to 8 of the 14 quarter hours) and all of the Professional or Administrator's Certificate renewal requirements (9 quarter hours) through participation in non-academic, education-related activities. May be accumulated over entire renewal period. See reverse side for recognized activities.

Application for non-academic credit earned during the employment year, July 1 to June 30, must be made **annually** to the local conference superintendent who will forward it to the North Pacific Union Conference Office of Education no later than August 1. (Academy teachers may turn forms in to their principal who will sign them and forward them to the NPUC.)

- Make sure to turn in PAC hours at the end of each academic year or turn in each year on a separate PAC form.
- Do not list college courses; instead, request colleges to send transcripts directly to the NPUC Office of Education.
- If you taught a college course, make sure to specify taught college course and convert credit into clock hours.
- Clock hours will be converted to quarter credit on status report (25 clock hours = 1 quarter credit)

Month	Day(s)	Year	Activity	Clock Hours
School Year:			Technology Clock Hours	
Total Clock Hours				

Teacher Name -Print

Conf Superintendent *or* Academy Principal - Print

Teacher Name - Signature

Conf Superintendent *or* Academy Principal - Signature

Date

Date **REVISED 6/08**

RECOGNIZED NON-ACADEMIC CERTIFICATION RENEWAL ACTIVITIES

Professional Meetings

- A. Attendance at NAD/union/local conference or in-service meetings
- B. Attendance at other educational conferences, seminars, or workshops
- C. Assigned presentation made at curriculum emphasis in-service meetings (*25 clock hours*)

Committee Participation/Leadership

- A. Curriculum development committees
 1. Summer study (*37.5 clock hours per week of involvement*)
 2. Ad hoc curriculum development committees
 3. Union/local conference/academy curriculum committees
- B. Administrative committees
 1. Union Education Council
 2. Union/local conference board of education
 3. Local conference educational study
- C. Special emphasis committees (NAD/union/local conference) such as
 1. Philosophy
 2. Student progress or assessment
 3. School evaluation team membership (*up to 25 clock hours*)

Individual Projects

- A. Visitation day at another school or professional exchange program
- B. Professional Growth Certificate (teachers' reading course) for current year (*25 clock hours*)
- C. Authorized curriculum projects (*credit determined on basis of project involvement*)
 1. Pilot programs and field testing
 2. Curriculum innovations
 3. Travel/tours/mission trips (*25-100 clock hours, dependent upon degree of involvement, to be authorized by superintendent or academy principal prior to trip*)
 4. Audio-visual programs
 5. Creative endeavors (e.g. cultural growth, developing computer programs or web sites)
 6. Independent study (topic specific)
 7. *Journal of Adventist Education* course work
- D. Supervision of student teacher (*25 clock hours*) or "September Experience" (*maximum of 10 clock hours*)
- E. Having an article or book published (list title, publisher, date of publication)
 1. Articles (*25 clock hours*)
 2. Books (*up to 300 clock hours*)
- F. Teaching a college class (*equal credit to that received by students enrolled in the class*)
- G. Other professional activities related to the teacher's area of certification and/or as recommended by the local conference office of education
- H. CPR/first aid training

TECHNOLOGY IN THE CURRICULUM

Integration of educational technology into the classroom is a tool for teaching and learning rather than the focus of teaching and learning. It is not merely a set of technical skills or competencies but is a constantly growing set of instructional strategies built upon learning principles. Developing this set of instructional skills will be the subject of lifelong learning for educators as technology rapidly changes and new possibilities for curriculum emerge. This requirement may be fulfilled as follows:

- A. Has completed course work that includes the concepts and the practice of integrating technology into the classroom and is designed to produce a positive impact on student learning in the classroom. Such course work should meet the definition (above) and incorporate concepts from the International Society for Technology in Education (ISTE) National Educational Technology Standards for Teachers as found at www.iste.org Request transcripts to be sent to NPUC for course work taken to fulfill technology requirement.
- B. The initial requirement is a 3 quarter hour course of academic credit that integrates technology in the classroom. Educators who currently hold a Basic, Standard, Professional, or Administrator's certificate on the effective date of this policy are exempt from the initial requirement, but must fulfill the renewal requirement which is 1 quarter credit course or 25 clock hour PAC's in workshops, seminars, or other acceptable professional activities on any topic that addresses integrating technology in the classroom.
- C. Graduates from an approved Seventh-day Adventist teacher education program or a college/university that holds regional accreditation after September 1, 1998, will be deemed to have fulfilled the initial requirement as stated in B.