

## **CERTIFICATION REQUIREMENTS**

### **TIER 1: INITIAL PROFESSIONAL CERTIFICATE (IPC)**

This certificate is valid for **four years** and assigned to new graduates of teacher education programs and individuals with less than four years of teaching experience who meet the minimum requirement and qualifications.

**To advance to the next level (Tier 2: Career CPC Certificate) or to extend the IPC** during the valid dates of the classification, a teacher must meet **six requirements** as described below:

#### **1. Participation in the district's approved mentoring program for two years**

- Your building principal will assign a mentor during your first two years of teaching.
- By **May 1** of each year, you must complete a **Mentor Observation Form** to verify your participation. Submit this form electronically to **Tonya Scofield** in the Office of School Improvement at [TScofield@cpsk12.org](mailto:TScofield@cpsk12.org).

#### **2. Participation in a Beginning Teacher Assistance Program**

- State law requires that you participate in a university/college-sponsored beginning teacher assistance program. This requirement can be met in Columbia Public Schools by attending a series of sessions offered throughout the year in collaboration with the University of Missouri RPDC.

#### **3. Completion of a Professional Development Plan**

- Your Performance Based Teacher Evaluation (PBTE) Professional Growth Plan (PEP or PIP) can be used as the professional development plan to meet this requirement. Forms for the PEP and PIP can be found in the PBTE booklet.
- Submit a copy of your PEP electronically to **Tonya Scofield** in the Office of School Improvement at [TScofield@cpsk12.org](mailto:TScofield@cpsk12.org).

#### **4. Successful completion of 30 contact hours of professional development provided by Columbia Public Schools OR college credits. (Two college hours documented on a transcript will suffice.)**

- Inservice credit is awarded to participants for approved inservices provided by Columbia Public Schools outside of the regular school day.
- Building-level and district-wide inservices outside of the regular school day are posted on the Columbia Public Schools PDExpress On-line Registration System. The online registration system will also enable you to view a calendar of sessions you have enrolled in, as well as a transcript of sessions you have attended. The transcript feature serves as documentation of inservice contact hours you have earned which count toward meeting Missouri certification requirements.

#### **5. Successfully participate in the district's Performance-Based Teacher Evaluation Process**

- See the PBTE booklet for information on the district's process for evaluation of certificated staff.

#### **6. Complete four years of approved teaching experience (at least half-time)**

- Copies of your teaching contract will serve as documentation for this requirement.