

DESE CERTIFICATION REQUIREMENTS FOR INITIAL CERTIFICATION

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 (**Career CPC Certificate**) or to extend the Initial Professional Certification 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.

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 Year 1 of the New Teacher Induction Program sessions offered throughout the year in collaboration with the University of Missouri.

3. Completion of a Professional Development Plan

- Your Professional Development Plan (PDP) within the Network of Educator Effectiveness (NEE) system meets this requirement. The PDP form can be found in the NEE online system.

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.)

- Teachers must document 30 hours of approved professional development. This documentation will be in PDExpress or another online system CPS denotes.

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

- See the [NEE handbook](#) 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.