

# Regional School Unit No. 67 Certification Support System Plan\*

Approved by the R.S.U. No. 67 Board of Directors, September 16, 2009  
(last amended August 5, 2021, per request of Director of Curriculum)

## Section A

R.S.U. No. 67 serves the towns of Chester, Lincoln, and Mattawamkeag and is composed of an elementary school, a middle school, and a high school. Approximately 200 professional staff (including administrators, teachers, and educational technicians) serve a learner population of approximately 1000. This Certification Support System (CSS) plan is designed to provide support for all teachers, guidance counselors, library-media specialists, special-education consultants, athletic directors, and literacy specialists, as well as educational technicians seeking reauthorization in the district.

## Section B

The CSS will provide strong and appropriate support services in order to develop effective educational practice for all certified staff supported by this plan. The CSS will provide the Commissioner of Education with recommendations for educational personnel seeking professional certification, professional renewal, certification advancement, or educational technician authorization.

The CSS will have the following responsibilities:

1. Support beginning teachers and other staff new to the district with an appropriate induction program;
2. Inform all new staff supported by this plan of their certification responsibilities and provide each with a copy of this CSS plan and associated documents/forms;
3. Supervise the development and submission of
  - a. Initial Teacher Action Plans (TAPs) and supporting documentation for new educators and for master teacher candidates and
  - b. Renewal plans for teachers and educational specialists;

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\*Chapter 115: *The Credentialing of Education Personnel* refers to the support system as a "Local Credentialing Committee or LCC. R.S.U. No. 67 has traditionally called its support system simply the *Certification Support System*. To avoid staff confusion, R.S.U. No. 67 is electing to maintain the traditional name while realigning the system to satisfy the Maine Department of Education's rule. Likewise, several other documents referenced in the rule may be called something else in the R.S.U. No. 67 plan, but will serve the purposes and follow the guidelines outlined in Chapter 115 (See *Appendix*).

4. Assign a mentor to new teachers and new educational specialists that require one; and
5. Provide a process for approving authorization renewal plans for education technicians.

All decisions made by the CSS will be made in a professional, fair, and equitable manner. In the event that staff members do not follow procedures for certification, the issue will be brought to the Certification Team for consideration. A staff member who feels that a CSS member's decision is not correct should address this concern to the building's Certification Team representative or the administrative representative for the district. The concern will then be presented to the Certification Team, as a whole, for reconsideration. If the staff member still does not deem the decision satisfactory, he/she may address the Team in person. For each Team decision, consensus\* will be utilized.

All materials gathered during the course of the certification process are to be considered legally confidential, including, but not limited to, self-assessments, observations, TAPs, and recommendations. No materials, either written or verbal, may be divulged to any outside sources—including building principals, other administrators, other teachers, and any other staff—unless the individual expressly gives permission in writing.

It is the responsibility of each CSS member to respect the individual's rights of confidentiality. The CSS is made up of a Certification Team and the Mentor Program Advisory Council.

### **Certification Team**

The Certification Team will be composed of the following: a Board-approved CSS chairperson, one (1) administrator, six (6) teachers—two (2) representing each school—and one (1) educational technician. Certification Team members will have at least three years of experience as educators and a majority of members must have completed at least one five-year renewal cycle.

The CSS chairperson will have at least three years of experience as an educator, will have completed at least one five-year renewal cycle. The chairperson will be responsible for certification procedures throughout the district including those endorsed by the Certification Team and the Mentor Program Advisory Council (See *R.S.U. No. 67 Mentor Induction Program Handbook*). Duties of the chairperson will be as follows:

1. Coordinate the setting of Certification Team and Mentor Induction Program Advisory Council meeting dates and times;
2. Provide orientation and training for CSS team members;
3. Set meeting agendas;
4. Facilitate meetings;
5. Notify members of meetings and disseminate other necessary information;

6. Communicate with the State of Maine Department of Education and other necessary parties as needed;
7. Officially respond to TAPs and applications for certification action, with the advisement of the Certification Team;
8. Ensure staff access (electronically or hard copy) to this CSS plan and associated documents/forms;
9. Act as the contact person for all Certification Team members, as well as Mentor Induction Program Advisory Council members;
10. Act as the official spokesperson for the district in regard to certification issues;
11. Delegate responsibilities to Certification Team and Mentor Advisory Council as appropriate; and
12. Report progress, recommendations, and concerns to the Superintendent periodically.

The administrative representative will also be able to sign certification documentation for the state (having submitted the appropriate form to the department) in the event that the Certification Support System Chairperson is unable or unavailable to sign.

The Certification Team meetings will be held on a monthly basis. The monthly meeting dates will be determined for the entire year during the first meeting. Members must attend eighty percent (80%) of the meetings. In the case of poor attendance, a replacement will be selected from a pool of qualified staff. Special circumstances will be considered by the Certification Team, in consultation with the Superintendent of Schools.

The responsibilities of the Certification Team members are as follows:

1. Assist all staff supported by this plan in the Certification process;
2. Respond to (approve/disapprove) all staff requests for work-related study leading toward Certification credit (see Section G of this plan);
3. Serve as a liaison to respective staff in all matters of professional growth related to certification;
4. Work closely with the district's leadership to determine areas of need for professional growth; and
5. Maintain necessary records related to certification of staff.

### **Teacher Induction Program Advisory Council**

The Teacher Induction Program Advisory Council is responsible for making sure that each newly hired teacher regardless of certification [conditional or professional] supported by this plan is assigned a mentor whose main task will be to support the newly hired teacher in becoming acclimated to the RSU No. 67 System. Mentors will

provide guidance and support based on a professional learning community model. Mentors will also assist their mentees in developing collegial professional partnerships as the primary means of achieving action plan goals.

*Mentors* must have the following qualifications:

1. At least three years of experience as an educator,
2. A summative score of effective or higher,
3. A professional certificate, and
4. Evidence of having completed a mentor training program.

Additionally, mentors should employ sound educational practice in the classroom, be committed to collegial practices and experimentation, and be skillful communicators able to adapt to different communication styles.

The responsibilities of each *mentor* are as follows:

1. Be a resource for the mentee;
2. Collaborate with the mentee to design a Growth Plan;
3. Conduct pre- and post-observation conferences;
4. Observe all aspects of performance; and
5. Meet on regular basis with the mentee to collaborate.

## **Section C**

The CSS members in each building will make a general presentation to all staff by the end of September each school year. New staff supported by this plan will also meet separately with their building CSS members for a formal orientation to discuss the following:

- Responsibilities,
- Roles,
- Procedures,
- Available services,
- Training and professional development, and
- Process for achieving a professional certificate.

Before the end of September each school year, all educational technicians will be provided with an opportunity to meet with a representative of the Certification Team to review procedures.

This plan and associated documents/forms will be distributed to these staff members so that they are aware of the procedures required to achieve and maintain certification or authorization.

CSS members will present information regarding staff development and training opportunities to the staff. This information may include

- University coursework,
- Certification Team-approved courses for Certification credit,
- Classroom visitations,
- Professional reading,
- Workshops and conferences,
- Coaching and observation sessions,
- Classroom projects and activities, and
- Consultation with content-area specialists.

## **Section D**

Appointment to the Certification Team shall be made from a pool of qualified staff. Non-teaching staff must have three (3) years of experience in education. Qualified staff members interested in a vacancy shall submit a written letter of interest to the CSS chairperson (or designee). Qualified staff wishing to become a mentor must complete the application process described in the *R.S.U. No. 67 Teacher Induction Handbook*.

Members of the Certification Team will hold a three-year term. Previous to the end of the term, a member can opt to continue in the position or resign. When multiple staff members from the same building are interested in a vacancy, the staff of the school will vote for the individuals who they wish to represent their building. A written notice, detailing the vote and its outcome, will be sent to the CSS chairperson. Mentors are expected to work with the same mentee for the duration of the mentee's provisional (or temporary) certification period (usually two years).

## **Section E**

The CSS will make every effort to match qualified mentors with new educators requiring a mentor using the following prioritizing guidelines:

1. Location (school) and
2. Impact areas (content area, grade level, specialization).

In the event of a match that does not proceed successfully, a change can be made at the request of either the mentor or the certification candidate. The staff member seeking a change shall submit a written request to the CSS chairperson who will ask the Teacher Induction Program Advisory Council to follow procedures outlined in the *R.S.U. No. 67 Teacher Induction Program Handbook*.

Teachers completing National Board of Professional Teaching Standards (NBPTS) certification will be automatically recommended by the CSS for the Master Teacher certification if no other evidence is shown to be a proper basis for denial. For a teacher completing the NBPTS standards, but not having yet received his/her certificate, the CSS will recommend that professional certification be renewed and that Master Teacher certificate be awarded if and when the NBPTS certificate is awarded.

Teachers seeking the Master Teacher certificate or its renewal, but not pursuing NBPTS certification, will work closely with a mentor in consultation with a building

Certification Committee member to develop a Master Teacher Action Plan (MTAP) or Master Teacher Renewal Plan (MTRP). Candidates must successfully demonstrate the NBPTS standards for one or more of the NBPTS approved certification areas. Teams should consult the most recent adoption of the Chapter 118 rule for a complete listing of the eligible NBPTS certification areas.

## **Section F**

The process of delivery of services and the provision of technical assistance shall be ongoing for the staff through each assigned mentor or building representative.

Mentors will recommend resources for services and technical assistance available to fulfill the goals and objectives of their mentee's TAP. The Certification Team will provide each renewing staff member with available materials, services, and ideas to help the individual meet the goals of his/her recertification plan.

In order for a staff member supported by this plan to renew a professional/master certificate he/she must

- Conduct a *personal assessment* of his/her teaching skills and develop a professional growth plan based on that assessment. This assessment should be kept in his/her portfolio.
- Maintain a *Professional Portfolio* that lists and documents his/her professional-growth activities, as well as any other professional activities (conferences attended, committee work, professional books read, etc.).
- Show documentation of *Exceptionality Training\** (This must be done by the first renewal of his/her Professional Certificate).
- Show documentation of *Professional Growth Activities*.
- Earn at least 6 Credits or 9 CEUs of Professional Growth Activities (10 clock hours = 1 CEU; 15 CEUs = 1 Credit). At least 2 Credits or 3 CEUs must be in his/her *Subject Area of Focus* (NOTE: *Subject Area of Focus* applies primarily to Grade 6-12 subject-area teachers or specialty areas (e.g., English, science, mathematics, social studies, art, music, guidance, etc.).\*\*
- Show documentation of successful completion of the *Effective Teaching Seminar* or similar course work.
- Complete the Criminal History Record Check and have his/her fingerprints taken (*Contact District Office for schedule and appointments*).
- Submit all documentation to the *R.S.U. No. 67 Certification Support System* chairperson by April 1<sup>st</sup> of his/her certificate expiration year.
- Complete the Maine Department of Education *Application for Certification Renewal* form online.
- Pay the required renewal fee.

The R.S.U. No. 67 Certification Support System chairperson will

- Verify completion of all renewal requirements and
- Recommend the candidate for renewal.

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**\*Course approval for this course or any other course must be obtained prior to beginning the course.** A staff member must complete a *Third Party Billing Authorization* form obtained from a school secretary or Certification Team member and submit it to the CSS chairperson for approval. The grade report or transcript must be submitted to the Office of the Superintendent upon completion of the course for bill payment and to the CSS for application of completed credits towards renewal.

**\*\*Sample non-course professional-growth activities and corresponding clock hours are listed on the next page (p.8).** Staff must apply for clock hours from the R.S.U. No. 67 Certification Support System using the *Non-Course Activity Credit Application* available from the CSS chairperson. **Activities need to be approved prior to beginning an activity. Staff may only use up to 45 clock hours of any one type for certificate renewal.**

Activity or Project	# of Clock Hours
District In-service	Varies
Making a presentation at a workshop	Up to 20
Teaching a course outside of school	Up to 45
Serving on a curriculum committee	Up to 15
Serving on a regularly scheduled committee	Up to 15
Serving as a mentor	Up to 45
Developing a new curriculum project	Up to 20
Publishing a scholarly article	Up to 15
Supervising a student teacher	15
Participating in a book study with proper documentation*	Up to 6
Completing online work (e.g., using ALEKS to improve knowledge of mathematics) with proper documentation**	Up to 6 for education technicians Up to 12 for teachers
Completing a special project (non-course activity for which clock hours are not provided)	Varies

\*Documentation for a book study must include dates and times of discussions, discussion notes, and reflections about how the book will impact one's job.

\*\*Documentation for online work must include a description of work accomplished, a log of time spent, and reflections about how the work will impact one's job.

## Ed Tech Renewal

In order for an Educational Technician to renew an authorization, he/she must complete the equivalent of 3 credits of work-related study within the five-year

authorization period. The 3 credits of work-related study may be composed of college credits and non-course professional-growth activities for which CEUs or clock hours are issued. Consistent with requirements for teaching personnel, educational technicians will follow the same procedures and use the same forms for course approval and non-course professional-growth activities approval in order to advance the educational technician's level of expertise for their current work assignment or to a higher level of authorization. Work-related study will be summarized on the Educational Technician's Authorization Renewal Plan (ETARP) (p. 34) for inclusion in the submitted renewal package.

It will be the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by R.S.U. No. 67, as well as provide the district with a copy of the respective document.

### **Section G**

In addition to each newly hired teacher having a mentor, all teachers and educational specialists are members of professional learning communities (PLCs) in R.S.U. No. 67. Educational Technicians are encouraged to participate in those pertinent to their assigned work roles when possible. The new staff will receive support services and professional development based on the goals of the PLC, TAP and ETARP. Educational Technicians are encouraged to become members of established PLCs, when possible.

### **Section H**

A confidential file, which will contain all support-system documents and reports related to current certification, will be created for each staff member. These documents and reports will include any information provided to the CSS. This file will be kept secure by the Certification Chairperson.

### **Section I**

The CSS will complete an annual program evaluation to assure quality, effectiveness, and efficient management. Evaluation will be organized and directed by the Certification Team. Information collected to inform the evaluation will include the *Beginning Teacher Survey* and the *End-of-year Mentor Survey* (see the *R.S.U. No. 67 Teacher Induction Program Handbook*) and a separate questionnaire for staff completing the five-year renewal cycle. In addition, the Certification Team members will log, in a database, all certification-related activities performed.

All of the data will be analyzed at the last meeting of the year to evaluate the CSS. Goals for the ensuing years will be established based on this analysis. If necessary, the Certification Team may meet during the summer to make changes that will be implemented for the next school year.

### **Section J**

Those who have received approved training will provide training to all new mentors. Training and orientation of new Certification Team members will be offered at the first

meeting of the year, and then as needed. CSS members will attend Maine Department of Education certification conferences, workshops, and trainings when available and appropriate.

## **Section K**

This plan was adopted by the R.S.U. No. 67 Board of Directors on September 16, 2009.

# **APPENDIX A**

## **Chapter 115: THE CREDENTIALING OF EDUCATION PERSONNEL**

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**Summary:** This rule contains the requirements for the credentialing of Maine educational personnel. Standards and procedures for credentials are included to provide the highest quality personnel to help students meet the standards of the system of Learning Results.

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### **PART I: STANDARDS AND PROCEDURES FOR CREDENTIALING**

#### **SECTION 1. Purpose**

1. The purpose of this rule is to implement 20-A M.R.S. Chapters 501 and 502, which authorize the credentialing system for educational personnel. This rule applies to Maine public schools and approved private schools as indicated below. This rule supersedes all previous rules on the same subject.

#### **SECTION 2. Applicability**

1. This rule applies to school administrative units, private schools approved pursuant to 20-A M.R.S. §2901(2)(B), career and technical education regions as defined by 20-A M.R.S. §8301-A(6), regional sites operated by the Child Development Services State IEU and school management and regional centers as defined by 20-A M.R.S. §3801(1)(B).
2. Notwithstanding Section 2.1 above, this rule does not apply to public charter schools authorized by the Maine Charter School Commission except for Sections 4.2(B), 4.3, 4.7, 8.1 as required under 20-A M.R.S. §2412(5)(F).
3. Notwithstanding Section 2.1 above, Sections 4.2(B), 4.3, 4.7, and 8.1 of this rule applies to all approved private schools under 20-A M.R.S. §2901 and §2907

#### **SECTION 3. Definitions**

1. **Administrator** is defined by 20-A M.R.S. §13001-A(1).
2. **Applicant.** An individual seeking a credential.
3. **Appropriate Credential:** The credential, such as a certificate and endorsement, that corresponds to the actual assignment of the individual's title or job description. This definition also includes any waiver issued by the Commissioner in accordance with Section 6.10 of this rule.
4. **Approved Study.** Semester hours, contact hours, or continuing education units.
5. **Certificate** is defined by 20-A M.R.S. §13001-A(2).
6. **Certified Educational Technician** is defined by 20-A M.R.S. §13001-A(8).
7. **Clearance** is defined by 20-A M.R.S. §13001-A(3).
8. **Complete Application.** An application that includes all the requirements and supporting documentation as specified for the credential sought, as described in Section 5.1 of this rule.
9. **Conditional Certificate** is defined by 20-A M.R.S. §13001-A(4).
10. **Contact Hour.** One hour of time spent in a training and development program or individual study program approved by the SAU or by the Department; 15 contact hours is equivalent to 1 credit hour of approved study.
11. **Content Area Methods.** A pedagogy course for specified grade levels and subject area that is offered as a component of an approved teacher preparation program.
12. **Continuing Education Units.** Units of academic study from an accredited institution of higher education or from a training and development program approved by the Council for the Continuing Education; 1.5 C.E.U. is equivalent to 1 credit hour of approved study.
13. **Contracted Service Provider.** An organization or individual that provides services to a school or CDS regional site through a paid contractual arrangement involving educational services and services that bring the provider or its employees into direct contact with students.
14. **Credential** is defined by 20-A M.R.S. §13001-A(5).
15. **Criminal History Records Check** is defined by 20-A M.R.S. §13001-A(6).
16. **Department.** The Maine Department of Education.
17. **Educational Specialist** is defined by 20-A M.R.S. §13001-A(7).
18. **Employed.** Paid to work, including through a paid contractual arrangement.
19. **Endorsement** is defined by 20-A M.R.S. §13001-A(10).
20. **Holder.** An individual who holds a credential.

21. **Lapsed.** A credential that has expired without submission of a complete and timely renewal application by the holder within six months of the expiration date of the credential.
22. **License.** For purposes of any reference to 5 M.R.S. in this rule, the credential issued to an applicant by the Department of Education pursuant to the Department's exercise of its regulatory powers.
23. **Paid Applied Employment** for the career and technical endorsement. Employment that is primarily focused on a specific career and technical education occupation, and that covers the scope of the occupation as identified and for which all federal and state tax, labor, and other reporting requirements were met.
24. **Semester Hours** is defined by 20-A M.R.S. §13001-A(12).
25. **Teaching Experience.** Experience in which a teacher is employed to be responsible for, and conducts instruction of, students, which may include adult students. Teaching experience does not accrue during short-term substitute teaching or during work as an educational technician or work as a presenter of workshops.
26. **Verification.** The determination by the SAU as to the eligibility of an applicant for a renewal of a credential, submitted in the format required by the commissioner.

#### **SECTION 4. General Credential Requirements**

1. **Individuals required to obtain a credential**
  - A. An individual who serves in a position that is required to hold an appropriate credential for the assignment must hold that credential on or before the first day of service and throughout the period of service, and seek timely renewal of the credential, and to meet the standards for that credential.
  - B. Individuals employed without the appropriate credential will be subject to the penalties Section 4.3.
2. **SAU or Approved Private School**
  - A. It is the responsibility of the superintendent of an SAU, the headmaster of an approved private school, or the Child Development Services regional site director to:
    - (1) Ensure that every individual serving in a position that requires a credential has an appropriate credential on the first day of service and that an appropriate credential is maintained throughout the period of service. Any employment contract offered to or made shall be contingent upon that individual's timely receipt of the appropriate credential and the maintenance of an appropriate credential throughout the contract term;
    - (2) Determine the credentialing status of each person employed in an SAU, approved private school or a Child Development Services

regional site or who serves the school or a Child Development Services site as a contracted service provider.

- (3) Verify every six months, through the Maine Certification Information System, the credentials of every individual serving in a position that requires a credential.
- (4) Provide support for teachers with conditional certificates in accordance with Me. Dept. of Ed. Reg.180 Section 11.
- (5) Ensure verification of renewal requirements is sent to the Commissioner in regards to the eligibility for renewal of a professional teacher certificate, educational specialist certificate, or a certified educational technician certificate of an applicant who is employed by the SAU. This requirement only applies to an SAU. The verification shall be one of the following:
  - (A) Verification that the applicant has satisfied the requirements for renewal of the certificate.
  - (B) Recommendation that the professional certificate is not renewed means the SAU has determined that the candidate has not satisfied the requirements for renewal of the certificate.
- (6) Establish and maintain a local credentialing committee pursuant to Section 9.

**B. Prohibition against Employment and Contracting**

- (1) A superintendent, headmaster, or Child Development Services regional site director who employs an individual without a credential in violation of this Section shall be subject to penalties in Section 4.3.

**3. Penalties**

- (1) **Loss of State Funding:** Pursuant to 20-A M.R.S. §6801-A, the Commissioner may, after due notice and opportunity for hearing, reduce the State subsidy to any public school or the direct payment to a private school approved for tuition purposes that violates Section 4.2.B of this rule in the amount that represents that State's share of salaries and benefits paid to any individual employed or under contract in violation of Section 4.3 of this rule.
- (2) **Loss of Basic Private School Approval:** Violation of Section 4.2.B above of this rule by a private school may lead to loss of approval status pursuant to 20-A M.R.S. §§2904 and 2905.
- (3) **Loss of Salary and Benefits:** Individuals employed in violation of Section 4.1 of this rule are barred from receiving any salary and fringe benefits for performing any professional function in a public school and shall forfeit to the employing school administrative unit any salary and fringe benefits received in violation of this Section.

- (4) **Loss of Contract Payment:** Contracted service providers who employ individuals in violation of Section 4.1 of this rule are barred from receiving contractual payments.
- (5) **Certification Action:** Employment of, or entering into a contractual relationship with, individuals in violation of Section 4.1 of this rule, or assignment of such personnel to duties for which they do not possess the appropriate credential, shall be grounds for suspension, revocation, or non-renewal of the superintendent's certificate.

## **SECTION 5. General Issuance and Renewal Procedures**

### **1. General**

- A. An individual may apply at any time for a credential.
- B. An applicant for a credential, including a renewal, shall submit a complete, accurate, and signed application on the form provided by the Department, including all supporting documentation required for an evaluation of eligibility for the credential sought, and, when required, verification from the SAU or local administrative consortium. Incomplete materials shall not be processed and the applicant will be notified.
- C. Each university/college transcript filed for credentialing purposes shall:
  - (1) Bear the seal of the institution and the signature of the registrar or other official designated by the president or board of the institution;
  - (2) Include descriptive titles, semester hours and grades for all listed courses; and
  - (3) Indicate the type of degree granted and the date the degree was conferred.
- D. The applicant shall provide, at the applicant's expense, an evaluation of transcripts from institutions outside the United States by an agency who is a member of the National Association of Credential Evaluation Services (NACES).
- E. Each application must include fees when required, in accordance with 20-A M.R.S. §13007(1).

### **2. Criminal History Records Check (CHRC)**

- A. Before issuance of any credential, the Department shall conduct a Criminal History Records Check on all applicants including all conviction data from the Maine State Bureau of Identification, and the Federal Bureau of Investigation. Criminal history record information may also be obtained from other sources including self-disclosure. An applicant with a conviction shall provide court documents if requested by the Department.

- (1) Unless excepted due to a specific medical condition, fingerprinting is required for the initial Criminal History Records Check. The Department must receive the application for a credential prior to any fingerprinting. Fingerprinting may be repeated if there is interrupted service, as determined by Section 5.2.A.(1).(D) of this rule, or a lapsed credential even if there is continuous employment. The Department-approved company shall take the required fingerprint impressions of an applicant who works or lives in Maine. An applicant for a credential who does not work or live in Maine may have fingerprints taken in another State using a method accepted by the Maine State Bureau of Identification;
  - (A) The law enforcement agency or its designee that has taken the fingerprint impressions shall forward the fingerprint impressions directly to the Maine State Bureau of Identification, which shall compare the fingerprints to all fingerprints in Maine's conviction database. Applicant fingerprints shall be compared to new Maine convictions as they occur. Applicant fingerprints shall not be available to law enforcement agencies as part of any criminal investigation.
  - (B) The Maine State Bureau of Identification shall forward the applicant's fingerprint impressions to the Federal Bureau of Investigation to conduct a national conviction records check. A national check shall be repeated every five (5) years if there is interrupted service or a lapsed credential even if there is continuous employment.
  - (C) The Maine State Bureau of Identification shall forward State and national conviction records to the Department for its consideration of applicants and holders of a credential. If, based on information received through the fingerprint-based criminal history records check, a credential is suspended, revoked, or denied, this shall be done in accordance with Section 6 of this rule.
  - (D) For determining whether an applicant for renewal of credential has interrupted service, school vacations, paid leave, and a change in employment between school units without loss of work days shall not be considered interrupted service. If an applicant submits verification from all employing superintendents or headmasters (employers) for the previous five years, a national records check shall not be repeated for renewal applications.
3. After it has been determined that all requirements have been met as specified in this rule, the credential shall be issued and shall be valid as of the date that the application package was determined by the Department to be complete.
  - A. **Issuance in Error.** A holder shall not be entitled to a credential mistakenly issued by the Department. The removal of any credential in accordance with this paragraph shall not result in the penalties set forth in Section 4.3 of this rule for any portion of the academic year during which action was taken. The

Commissioner shall give the holder 30 days written notice of the tentative determination of error, the pendency of the reversal of the issuance, and the holder's opportunity to be heard. The notice shall inform the holder that the proposed reversal is final after the expiration of 30 days unless the holder files an appeal as provided in Chapter 119. An issuance may be reversed for lack of any requirement for a complete application as defined in Section 4.1 of this rule, including dishonor of a check or credit card, or any other reason causing non-receipt by the Department of the required fee.

**4. General Renewal Procedures**

- A. To maintain a continuous credential, a holder seeking renewal shall apply for renewal no later than the date the current credential expires. Certificate holders will be notified by email of the renewal date.
- B. In the case of a complete application for the renewal of a credential that has not lapsed, the existing credential shall remain in effect until the application is approved or denied, and a renewal subsequently issued shall be deemed effective as of the expiration date of the previous certificate.
- C. In the case of a renewal of a lapsed credential, the credential, if awarded, will be dated when the Department receives the complete application.
- D. It is the responsibility of the holder of a credential to be aware of and meet the requirements for the specific credential to be renewed.

**SECTION 6. Credentials Available and Eligibility**

**1. General Eligibility for a Certificate**

- A. To be certified by the Department of Education, except for certified educational technicians who are covered in Section 6.5, applicants shall meet the following general qualifications:
  - (1) Furnish evidence of good moral character when requested;
  - (2) Be at least 18 years of age;
  - (3) Be knowledgeable of physiology and hygiene, with special reference to the effects of alcohol, stimulants and narcotics upon the human system;
  - (4) Hold a bachelor's degree from an accredited college/university, with the following exceptions:
    - (A) Career and technical education teachers;
    - (B) School nurses under a conditional certificate; and
    - (C) Native language teachers receiving certification by means of Chapter 115 Part II Section 1.17; and

- (5) Satisfactorily complete a state and national Criminal History Records Check based on fingerprints in accordance with Section 5.2 of this rule.
- B. Issuance of any professional teacher or educational specialist certificate requires compliance with Me. Dept. of Ed. Reg. 13, except as otherwise indicated.
- C. Any bachelor's degree, graduate degree, or required semester hours of academic study shall have been earned at an accredited four-year institution. For purposes of this rule, an accredited institution is a college, university, or other post-secondary institution accredited by any national institutional accrediting agency recognized by the U.S. Secretary of Education as an accrediting authority.
- D. Out of Country Licensure (for Individuals Residing in the United States Educated Outside the US).
  - (1) The following documents shall be completed during the online application process:
    - (A) Verification of completed out of state licensure exams;
    - (B) Verification of experience;
    - (C) Official transcripts scanning official transcript in PDF format only, which includes confer date of degree, all pages of the transcript, and the Registrar's signature
  - (2) College coursework completed outside the United States requires a course by course analysis from an approved international credential evaluation service.

## 2. **Professional Teacher Certificate**

- A. **Function:** The professional teacher certificate is the standard certificate for a teacher in Maine and shall be issued with one or more endorsements that specify the subject area and the grade level for which the teacher is deemed qualified.
- B. **Eligibility:** An applicant with the qualifications specified in Section 6.1 and who meets the requirements for an endorsement in Part II may obtain a professional teacher certificate by one of the following methods:
  - (1) Successful completion of a preparation program for educational personnel approved by the State Board with the formal recommendation for certification from the institution, in accordance with Me. Dept. of Ed. Reg. 114 and is in compliance with Me. Dept. of Ed. Reg. 13.
  - (2) Successful completion of a preparation program in any state subject to the following:

- (A) Completion of an approved preparation program for the endorsement or certificate being sought with a formal recommendation for certification from the institution; and
- (B) Five years prior to applying for Maine certification, the applicant has three years of successful teaching experience under an appropriate comparable certificate in the same certification subject area and grade level in any state.

C. **Term**

- (1) A professional teacher certificate issued to an applicant shall be valid as of the date the application is determined by the Department to be complete and shall expire five (5) years from the date the complete application is received by the Department.

D. **Renewal:** A professional teacher certificate is renewable for a five (5) year term unless the teacher has attained certification from the National Board for Professional Teaching Standards, in which case the renewal period is for a ten (10) year term.

- (1) To renew a professional certificate, an applicant shall meet the requirements of Sections 5.1 and 6.1 of this rule, and either:
  - (A) Complete six (6) semester hours of approved study or 90 hours of in-service training designed to improve the performance of the teacher in the field during the term of the certificate and obtain verification from the SAU that the professional teacher certificate be renewed; or
  - (B) If not employed by an SAU, provide documentation of the successful completion of six (6) semester hours of approved study or 90 hours in-service training designed to improve the performance of the teacher in the field during the term of the certificate.
- (2) The required six (6) semester hours or 90 hours of in-service training may not have been used previously to renew the same certificate and must be earned within the five years prior to the renewal.
- (3) If a holder is employed by an SAU, the renewal must be processed through the SAU.
- (4) An applicant for professional certification who does not receive positive verification from the SAU may appeal to the Commissioner, pursuant to Me. Dept. of Ed. Reg. 119.

3. **Certificate for an Administrator**

- A. **Function:** The professional administrator certificate is the required certificate to serve in an administrative capacity and shall be issued with one or more endorsements that specify the area which the administrator is deemed qualified.

B. **Eligibility:** An applicant with the qualifications specified in Section 5.1 and 6.1 will be eligible for a professional administrator certificate by meeting the requirements of an administrator endorsement in Part II of this rule.

C. **Interstate School Leaders Licensure Consortium Standards (ISLLC)**

(1) **Qualifying Scores on the ISLLC Examination:** For all administrator certificates the applicant must achieve the required scores on the appropriate assessment based on the ISLLC standards, as specified in Me. Dept. of Ed. Reg. 13; or

(2) Documentation that the applicant meets the ISLLC Standards through coursework from accredited university.

D. **Term:** An administrator certificate issued to an applicant shall be valid as of the date the application package is determined by the Department to be complete and shall expire five (5) years from the date the complete application is received by the Department.

E. **Renewal:** A professional administrator certificate is renewable for a five (5) year term.

(1) To renew the certificate, an applicant shall meet the requirements specified in Sections 5.1 and 6.1 of this rule; and

(A) Complete six (6) semester hours of approved study or 90 hours of in-service training designed to improve the performance of the administrator in the field during the term of the certificate and obtain verification from the SAU or a local administrative consortium that the certificate be renewed; or

(B) If not employed by a SAU, provide documentation of the successful completion of six (6) semester hours of approved study or 90 hours of in-service training designed to improve the performance of the administrator in the field during the term of the certificate.

(2) These six (6) semester hours or 90 hours of in-service training may not have been used previously to renew the same certificate and must be earned within the five years prior to the renewal.

(3) If a holder is employed by an SAU, the renewal must be processed through a local consortium.

(4) An applicant for certification who does not receive positive verification from the local consortium may appeal to the Commissioner, pursuant to Me. Dept. of Ed. Reg. 119.

4. **Certificate for an Educational Specialist**

A. **Function:** The educational specialist certificate is the standard certificate for an educational specialist in Maine and shall be issued with one or more

endorsements that specify the work area for which the educational specialist is deemed qualified.

- B. **Eligibility:** An applicant with the qualifications specified in Section 5.1 and 6.1 will be eligible for a professional educational specialist certificate by meeting the requirements of an educational specialist endorsement in Part II of this rule.
- C. **Term:** The educational specialist certificate issued to an applicant shall be valid as of the date the application package is determined by the Department to be complete and shall expire five (5) years from the date the complete application is received by the Department.
- D. **Renewal:** A professional educational specialist certificate is renewable for five-year term.
  - (1) To renew the certificate, an applicant shall meet the requirements of Sections 5.1 and 6.1 of this rule, and either
    - (A) Complete six (6) semester hours of approved study or 90 hours of in-service training designed to improve the performance of the educational specialist in the field during the term of the certificate and obtain verification from the SAU that the certificate be renewed; or
    - (B) If not employed by a SAU, provide documentation of the successful completion of six (6) semester hours of approved study or 90 hours of in-service training designed to improve the performance of the educational specialist during the term of the certificate.
  - (2) The required six (6) semester hours or 90 hours of in-service training may not have been used previously to renew the same certificate and must be earned within the five years prior to the renewal.
  - (3) For the renewal of a school nurse certificate, the holder must also submit a copy of an appropriate license to practice as a Registered Professional Nurse in Maine and take appropriate professional development.
  - (4) If a holder is employed by an SAU, the renewal must be processed through the SAU.
  - (5) An applicant for certification who does not receive positive verification from the may appeal to the Commissioner, pursuant to Me. Dept. of Ed. Reg. 119.

## 5. **Certificate for a Certified Educational Technician**

- A. **Function:** A certified educational technician provides supportive educational services There are three levels of authorization for the increasing levels of responsibility for planning and supervision of students. A superintendent, headmaster or a Child Development Services director who employs an individual as an educational technician in violation of this Section shall be

subject to penalties in Section 4.3 of this rule. An authorization specifies the applicable levels: 9-12 for career and technical education, public preschool-12, or birth to school age 5. Tutors shall meet the requirements of educational technicians, with the level determined by the amount of responsibility and level of supervision that is provided for the position, as specified in this section.

(1) **Educational Technician I**

(A) **Permitted Responsibilities**

- i. Review and reinforce learning previously introduced by the classroom teacher or appropriate content specialist, or assist in drill or practice activities;
- ii. Perform non-instructional, non-evaluative functions;
- iii. Assist in the preparation of instructional materials; and
- iv. Provide classroom management functions.

(B) **Required Supervision**

- i. Be assigned instructional duties that are directly supervised by the classroom teacher or appropriate content specialist in the classroom; or
- ii. Serve under general administrative supervision when performing non-instructional student-related duties.

(2) **Educational Technician II**

(A) **Permitted Responsibilities**

- i. Perform all of the duties of an Educational Technician I; and
- ii. Introduce new learning preplanned in collaboration with the classroom teacher or appropriate content specialist.

(B) **Required Supervision**

- i. Meet with the classroom/program teacher or appropriate content specialist and receive direction on a regular basis, whenever possible on a daily basis;
- ii. Perform short-term instruction in small groups under the direct supervision of the teacher or appropriate content specialist in the classroom; or

- iii. Conduct one-on-one or small group instruction with indirect supervision.

(3) **Educational Technician III**

(A) **Permitted Responsibilities**

- i. Perform all of the duties of an Educational Technician I or II;
- ii. Introduce new learning preplanned in consultation with the classroom teacher or appropriate content specialist; and
- iii. Supervise small groups of students in community-based programs.

(B) **Required Supervision**

- i. Meet with the classroom/program teacher or appropriate content area specialist and receive direction, whenever possible on a twice weekly basis; or
- ii. Perform short-term instruction in small classes or in community-based programs with indirect supervision.

B. **Eligibility:** To be eligible an applicant must meet the following qualifications:

- (1) Be of good moral character;
- (2) Be at least 18 years of age;
- (3) Submit an application in accordance with Section 5.1 of this rule;
- (4) Satisfactorily complete a CHRC in accordance with Section 5.2 of this rule.

(5) **Specific Eligibility Requirements**

- (A) **Educational Technician I:** hold a high school diploma or GED.
- (B) **Educational Technician II:** document a minimum of 60 credits of approved study in an educationally related field; or, for career and technical education authorization, document a minimum of two years of paid applied employment within the field of assignment.
- (C) **Educational Technician III:** document a minimum of 90 credits of approved study in an educationally related field; or, for career and technical education authorization, document a

minimum of three years of paid applied employment within the field of assignment.

- C. **Term:** The certificate for a certified educational technician issued to an applicant shall be valid as of the date the application package is determined by the Department to be complete and shall expire five (5) years from the date the complete application is received by the Department.
- D. **Renewal:** A certified educational technician certificate is renewable for a five-year term.
  - (1) To renew the certificate, an applicant shall meet the requirements of Sections 5.1 of this rule, and either:
    - (A) Complete three (3) semester hours of approved study or in-service training designed to improve the performance of the certified educational technician in the field during the term of the certificate and obtain verification from the SAU that the certificate be renewed; or
    - (B) If not employed by a SAU, provide documentation of the successful completion of three (3) semester hours of approved study or in-service training designed to improve the performance of the certified educational technician during the term of the certificate.
  - (2) The required three (3) semester hours may not have been used previously to renew the same certificate and must be earned within the five years prior to the renewal.
  - (3) If a holder is employed by an SAU, the renewal must be processed through the SAU.
  - (4) An applicant for certification who does not receive positive verification from the SAU may appeal to the Commissioner, pursuant to Me. Dept. of Ed. Reg. 119.
- E. If an individual was issued an authorization for an education technician III prior to July 1, 2018 that authorization remains valid until the end of its expiration date and can be renewed until it lapses.

## 6. **Conditional Certificate**

- A. **Function:** A conditional certificate is a certificate for a teacher, educational specialist, or administrator who has not met all the requirements for a professional certificate, but can reasonably be expected to meet all requirements of a certificate within three years.
- B. **Eligibility:** An applicant with the qualifications specified in Section 5.1 and 6.1 and who meets the conditional requirements for an endorsement in Part II may obtain a conditional certificate with one or more endorsements that specify the area for which the certificate is issued by one of the following methods:

- (1) An individual who has not met all the requirements for a certificate for a professional teacher, an educational specialist, or an administrator becomes eligible for a conditional certificate by meeting the requirements for a conditional as set forth in Part II for the endorsement being sought.
- (2) A teacher who holds a professional certificate with one or more endorsements and is transitioning to another endorsement, is eligible for a conditional certificate subject to the following:
  - (A) A holder of a professional certificate with career and technical and/or adult education endorsements shall not be eligible, unless they also hold another birth to age 5, public preschool-3, public preschool-8, 5-8, 7-12 or public preschool -12 endorsement;
  - (B) Holders must have completed a minimum of nine (9) semester hours of the liberal arts or content areas relevant to the certificate or endorsement;
  - (C) Upon receipt of an application including all supporting documentation, the Commissioner shall notify the applicant of the coursework and other requirements necessary for the applicant to meet the standards of the endorsement listed in Part II of this rule. The following requirements are waived for the conditional certificate:
    - i. The basic skills test in reading, writing, and mathematics; and
    - ii. The pedagogical knowledge and skills assessment for the endorsement being sought.
- (3) An individual seeking to serve as teacher or educational specialist with an endorsement to work in a designated shortage area eligible subject to the following. The applicant must:
  - (A) Hold a bachelor's degree from an accredited college or university;
  - (B) Be ineligible for any other certificate;
  - (C) Meet the general eligibility requirements of Sections 5.1 and 6.1 of this rule; and
  - (D) Have completed a minimum of nine (9) semester hours of the liberal arts or content areas relevant to the certificate or endorsement.
- (4) Additional conditional certificates based on a shortage may be issued if the applicant meets the following:
  - (A) Remains ineligible for a conditional or a professional certificate.

(B) Documents to the Department that English is not their first language; and

(C) Annually documents they are being tutored in reading, writing, or math, whichever is appropriate.

(5) The Commissioner shall annually designate shortage areas for the State.

7. **Clearance**

A. **Function:** All individuals paid to work in a school in positions that do not require certification must be issued a clearance by the Department. All individuals paid to work in a Child Development Services site in positions that do not require certification must be issued a clearance by the Department. One clearance enables the holder to work in any appropriate position.

B. **Eligibility:** Individuals issued a clearance by the Department shall meet the following general eligibility requirements:

(1) Be of good moral character;

(2) Be at least 18 years of age; and

(3) Satisfactorily complete a Criminal History Records Check in accordance with Section 5.2 of this rule.

C. An individual who is currently certified in Maine and is employed in a position that requires only a clearance need not apply for an additional clearance.

D. **Term:** The clearance issued to an applicant shall be valid as of the date the fingerprints were taken and shall expire five (5) years from the date the complete application is received by the Department.

E. **Renewal:** A clearance is renewable for a five-year term. To renew a clearance, the holder must submit a renewal application in accordance with Section 5.1 of this rule and meet the requirements of Section 5.2 of this rule, including documentation of continuity of service.

(1) Fingerprinting may be repeated if there is an interruption in service or if the clearance lapses before a complete renewal application is received by the Department even if there is continuous employment.

8. **Visiting International Teacher**

A. **Function:** A teacher from a country other than the United States who is participating in a visiting teacher program established and administered by the Department or a locally established sister-school exchange may teach in a school in Maine. The teacher is authorized to act as an adjunct to existing staff and may not be used to avoid the hiring of professional, certified teachers.

- B. **Eligibility:** All visiting international teachers must hold a clearance in accordance with Section 6.7 of this rule.

9. **Long Term Substitute Personnel**

- A. **Function:** Substitute personnel holding a certification may serve on a long-term basis (greater than six consecutive weeks) in schools to fill vacancies caused by the absence, resignation, inability to employ, or termination of a certified or cleared employee.
- B. A superintendent or headmaster who employs a substitute in violation of this Section shall be subject to the penalties of Section 4.3 of this rule.
- C. **Substitute Teachers and Educational Specialists:** A certified teacher or educational specialist may serve as a substitute with no time limit, provided that the teaching certificate bears an endorsement for the grade and subject being taught, or the educational specialist certificate is appropriate to the employment. A SAU may request a waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.
- D. Substitute standards for less than 6 weeks are determined by the SAU and require that the substitute have minimally a high school diploma

10. **Certification Waiver**

A. **Waiver for Teachers, Educational Specialists, and Administrators**

- (1) The Commissioner may grant a waiver of certification to a teacher, educational specialist, or an administrator when:
  - (A) The position is essential to implementation of Maine's system of Learning Results; or
  - (B) The inability of the school unit to obtain a properly certified individual for the position was unforeseeable; or
  - (C) In order to be in compliance with state or federal laws.
- (2) A waiver shall be issued only for the minimum length of time the Commissioner deems necessary for the school to hire a properly certified individual and on such other terms as the Commissioner deems necessary to assure quality instruction for students. Individuals serving under a waiver of certification must be in compliance with Section 4.2 of this rule.
- (3) Employment of an individual without the appropriate certification, except in strict accordance with the terms of this Section, shall be a violation of Section 4.2.B of this rule.
- (4) A waiver shall be granted to an applicant who receives inaccurate, incomplete or untimely information or action from the Department, a SAU or a local consortium. The waiver must be for a reasonable

period to permit the applicant time to complete certification requirement.

- (5) A waiver cannot be granted to an individual who is seeking an endorsement in special education.

**B. Course Waivers and Exceptions**

- (1) The “teaching exceptional students in the regular classroom” course requirement may be documented through completion of an approved course through in-service, a two-year community college course, or C.E.U.s.
- (2) For initial certification, a maximum of six (6) semester hours of course requirements may be met through documenting, to the satisfaction of the Commissioner, that the applicant has taught the course at a post-secondary college or university for at least two semesters.
- (3) A maximum of six (6) semester hours of course requirements may be met through College Level Examination Program (CLEP) Exam(s) with a minimum score of 60 on subject examinations for courses not already taken.
- (4) A course requirement may be met through a two-year community college course, if a minimum grade of “C” was received for the course and the specific course is part of an articulated agreement with a regionally accredited four-year college or university. The articulation agreement would recognize the specific course as a transfer credit towards a bachelor’s degree. The certification candidate is responsible for providing the Department with documentation meeting the criteria.
- (5) Student teaching may be waived upon documentation of one school year of successful teaching in Maine in the endorsement area, as long as the Commissioner has granted a waiver or the teacher has a conditional certificate to teach prior to the end of the school year.
- (6) The Praxis I will be waived with satisfactory completion of a higher degree or any graduate level entrance exam.

**SECTION 7. Revocation, Suspension, Denial, and Nonrenewal of a Credential**

1. **Grounds for Revocation and Suspension:** The following shall be grounds for revocation or suspension:
  - A. Evidence that a holder has injured the health or welfare of a child through physical, or sexual abuse or exploitation shall be grounds for revocation or suspension of a credential. Notwithstanding Title 5, Chapter 341, a certified court record that a person certificated under this Title was convicted in any state or federal court of a criminal offense involving the physical or sexual abuse or exploitation of a child within the previous five (5) years shall be sufficient grounds for revocation or suspension of that person’s certificate.

- B. Evidence of a criminal conviction pursuant to 5 M.R.S.A. §§ 5301-5303: This applies to conviction information received by the Department through the Criminal History Records Check or any other means. It is the applicant's burden to prove to the Commissioner's satisfaction that he or she is sufficiently rehabilitated to warrant the public trust.
- C. The practice of fraud, deceit, or misrepresentation in obtaining a credential from the Commissioner, or in connection with any services rendered within the scope of the certificate, authorization, or approval, shall be grounds for revocation or suspension of the credential. This includes answering "no" to any question on whether the applicant has been convicted of a crime when subsequent evidence indicates that there is a conviction. The Commissioner may refer cases of fraud to the Attorney General's Office for possible criminal prosecution.
- D. Gross Incompetence: Gross incompetence shall be grounds for revocation or suspension of a credential. Gross incompetence includes, but is not limited to, the following:
- (1) Conduct evidencing a clear and substantial lack of knowledge, ability, or fitness to perform the services rendered within the scope of the credential.
  - (2) Conduct evidencing a negligent disregard for the mental or physical health, safety, or welfare of children or that creates a substantial risk of injury as a result of physical or sexual abuse or exploitation.
  - (3) Negligent or fraudulent completion or filing of any school reports required pursuant to the provisions of state or federal law or regulation.
  - (4) A mental or physical condition, as diagnosed by a physician or other professional competent to make such a diagnosis, that has resulted in the holder performing required duties in a manner endangering the health, safety, or welfare of children, or in the holder's inability to satisfactorily perform the services rendered within the scope of the credential.
  - (5) Refusal to perform, or repeated negligent disregard of, duties required to be performed by the provisions of state or federal law or regulation.
  - (6) Habitual intemperance in the use of alcohol or habitual use of narcotic or hypnotic or other substances, the use of which has resulted in, the holder performing required duties in a manner endangering the health, safety, or welfare of students or in the holder's inability to satisfactorily perform the services rendered within the scope of the credential.
  - (7) Harassment on the basis of sex, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- (A) Submission to such conduct is made either explicitly or implicitly a term, condition, or basis for decisions on educational benefits for a student; or
  - (B) Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.
- E. Suspension or revocation of a certificate in another jurisdiction: Where a Maine certificate has been issued upon the basis of a reciprocal certification agreement, the Maine certificate shall be revoked or suspended upon evidence, in the form of a certified copy, that the authority issuing the original certificate has revoked or suspended the certificate.
- F. Breach of superintendent's duty: The certificate of a superintendent of schools may be suspended or revoked for the knowing employment of personnel who do not hold the appropriate certification, authorization, or approval, or for the knowing assignment of educational personnel to duties for which they do not possess appropriate certification, authorization, or approval, as stated in Section 4.3 of this rule.
- G. Violation of Code of Ethics and Practice Standards by a school psychologist shall be grounds for the revocation or suspension of the provider's certificate.

2. **Administrative Hold**

- A. All credential holders must provide the Department with an email or address at which the Department may contact them with respect to their credential.
- B. If the Department attempts to contact a credential holder at the address provided in subsection A above in order to obtain information with respect to the credential and receives no response, the Department will place the credential on administrative hold until the holder contacts the Department. In cases where an administrative hold is in place, the individual will be treated as if they do not hold the credential.

3. **Procedures for Revocation or Suspension Action:** Except as set forth in subsection (G) and (H), the procedures set forth in this section shall govern the Commissioner's investigation and disposition of matters which may result in the revocation or suspension of any certificate, authorization or approval issued under this Chapter:

- A. **Preliminary Inquiry:** Upon receipt of a written complaint or upon his or her own motion, the Commissioner may initiate a preliminary inquiry concerning allegations that could lead to revocation or suspension of a certificate, authorization or approval.

If the preliminary inquiry indicates that the allegations are unfounded or that the actual basis of the allegations may be true but is not of sufficient gravity to warrant action, the Commissioner shall notify the certificate holder of the

substance of the complaint and any findings. The certificate holder shall be afforded an opportunity to respond in writing to the commissioner's findings.

- B. **Notice of Revocation or Suspension:** If the preliminary inquiry indicates that allegations may be true and are of sufficient gravity to warrant certification action, the Commissioner shall notify the certificate holder that the Department will conduct an investigation that could lead to revocation or suspension. The notice shall contain a general summary of the allegations.
- C. **Delay of Commissioner's Action:** The Commissioner may elect to delay action pending completion of any related criminal proceeding and may rely on a criminal conviction to support certification action prior to resolution of any appeals. For the purposes of this chapter, conviction based on a plea of *nolo contendere* will have the same effect as a guilty plea.
- D. **Determination of Grounds for Action:** If the Commissioner determines that there is reason to believe that the factual basis of a complaint or allegation is true and that grounds exist for certification action; the certificate holder shall be notified of the substance of the complaint or allegations and the specific grounds for action. The holder shall have 30 days to respond in writing.
- E. **Informal Conference:** The Commissioner may request an informal conference with the holder. The certificate holder shall be given adequate notice of the conference and of the issues to be discussed. The holder may be represented by counsel at the informal conference.
- F. **Disposition** - If after reviewing all available information, including any information provided by the certificate holder, the Commissioner finds that the factual basis of the complaint is true and that grounds exist for revocation or suspension, the commissioner may:

- (1) Enter into a consent agreement with the certificate holder which provides for the surrender, revocation or suspension of the certificate, authorization or approval. The agreement may contain reasonable conditions for the health, safety and welfare of children including, but not limited to, restrictions of grade levels or subjects taught, restriction of school-related extra-curricular activities, provisions for the education, professional improvement or rehabilitation of the certificate holder and terms designating conditions for reinstatement or identifying evidence of professional improvement or rehabilitation to be considered by the Commission on an application for reinstatement.

A consent agreement may be used to terminate a complaint investigation. A consent agreement or consent decree may also be used to terminate a proceeding in the Administrative Court if entered into by the certificate holder and the Attorney General with the approval of the Court.

- (2) Refer the matter to the Attorney General with a request that a complaint seeking suspension or revocation be filed in Administrative court.

G. **Revocation or Suspension by the Commissioner:** The commissioner may suspend or revoke a certificate in the circumstances permitted by 5 M.R.S.A. Chapter §10004 without first following the provisions of subsections (A)-(F).

H. The procedures set forth in this section shall govern the Commissioner's investigation of alleged violations of the Code of Ethics or practice standards for school psychologists which may result in the revocation or suspension of the school psychologist certificate:

(1) Written complaints alleging violations of the code of ethics or practice standards will be referred by the Commissioner (or his/her designee) to the ethics/complaints consultant of the Advisory Committee of School Psychologists. The ethics/ complaints consultant must be a member of the Advisory Committee of School Psychologists and must be a school psychologist.

(2) The ethics/complaints consultant of the Advisory Committee of the School Psychologists shall review the written complaint. If it is determined that the alleged misconduct, even if true, would not constitute an actual violation of the Code of Ethics, the ethics/complaints consultant shall notify the complainant and the Commissioner's designee of this point.

Then the Commissioner's designee shall notify the individual of the alleged violation of the Code of Ethics and the Commissioner's finding that the alleged violation of the Code of Ethics was not warranted.

(3) If the ethics/complaints consultant determines the information provided by the complainant is insufficient to make a determination regarding the alleged misconduct, then the ethics/complaints consultant may send a written request to the designee, requesting clarification or additional information.

(4) If it is determined that the alleged misconduct, if substantiated, would constitute an actual violation of the Code of Ethics and could warrant certification action, then the ethics/complaints consultant will send a letter to the complainant notifying the complainant (and the Commissioner's designee) that the allegation tentatively will be investigated by the ethics/complaints consultant. The complainant shall be asked to sign a release authorizing that his/her name be revealed to the respondent, the individual against whom the complaint was made.

(5) If the complainant does not execute the release form, the ethics/complaints consultant will consult with the Commissioner's designee, and a decision will be made by the Commissioner regarding whether or not to further proceed.

(6) The ethics/complaints consultant will, in writing, within 15 days of the receipt of the signed release form, notify the respondent of the complaint as well as copy the Commissioner's designee. The letter shall describe the nature of the complaint as well as indicate the principle(s) that appear to have been violated, and request the

respondent's cooperation in obtaining a complete picture of the circumstances which led to the allegations. In the letter, the respondent shall be notified of the investigation which could lead to certification action, and the respondent shall be asked to provide, within 30 days of the date of the letter, a written statement outlining his/her view of the situation. If written permission has been obtained from the complainant, his/her name may be disclosed to the respondent depending on the complaint. A copy of the Code of Ethics may be enclosed.

(7) The ethics/complaint consultant shall review all available information, including any written information provided by the respondent, in the case and shall prepare a written report, attaching all available documents, for the Commissioner's designee. A copy of this confidential report shall be given to the chair of the Advisory Committee of School Psychologists. The report shall explain whether or not there appears to be a factual basis to the complaint and shall elaborate on whether or not grounds which relate to the violation of the Code of Ethics or practice standards seem to exist which would warrant certification action.

(A) The Commissioner's designee will review all documents that are received from the ethics/complaint consultant. As necessary, consultation will occur between the ethics/complaint consultant and the Commissioner's designee. A recommendation will be made by the Commissioner's designee to the Commissioner regarding whether or not certification action is warranted against the respondent.

(8) If the Commissioner determines that certification action is warranted, the certificate holder will be notified and the Commissioner will proceed as provided for in these rules.

4. **Reinstatement of a Surrendered, Suspended or Revoked Credential:** An individual may apply for reinstatement of a surrendered, suspended or revoked credential subject to the requirements of 20-A M.R.S.A. §13020(4), and to the provisions of any consent agreement, court order or administrative order pursuant to which the individual's earlier certificate, authorization or approval was surrendered, suspended or revoked. A reinstated credential shall be effective upon its date of issuance or upon such other designated date that is consistent with 20-A M.R.S.A. §13020(4) and with the provisions of any consent agreement, court order or administrative order pursuant to which the individual's earlier credential was surrendered, suspended or revoked.

5. **Denial or Nonrenewal of Credential**

A. The Commissioner may deny an application for the initial issuance or renewal of any credential on the following grounds:

(1) Failure to meet standards set forth in Part I Sections 6, or Part II of this rule.

- (2) Any ground set forth in Section 7.1 of this rule that could constitute grounds for revocation or suspension. With regard to 7.1.A, of this rule: Evidence that an applicant for initial credential or renewal has injured the health or welfare of a child through physical or sexual abuse or exploitation is grounds for a denial of a certificate, authorization or approval. Notwithstanding Title 5, Chapter 341, every person, who within five (5) years of the application for initial certification or renewal, has been convicted in any state or federal court of a criminal offense involving the physical or sexual abuse or exploitation of a child, may be presumed by the commissioner to lack good moral character for the purposes of this rule. This presumption shall be a rebuttable presumption. Notwithstanding Title 5, Chapter 341, the commissioner shall be entitled to consider all records of prior criminal convictions involving child abuse or exploitation in determining an applicant's eligibility for a certificate, authorization or approval.
  - B. The procedures that govern the Commissioner's investigation and disposition of matters that may result in the denial or non-renewal of an application for certification, authorization, or approval issued under this rule are set forth in Me. Dept. of Ed. Reg. 119.
6. **Eligibility to Serve in Other Capacity:** The Commissioner shall determine whether an individual whose certificate has been surrendered, suspended, revoked, denied, or non-renewed shall be issued an authorization or approval during the period of surrender, suspension, revocation, denial, or nonrenewal of a certificate.

## **SECTION 8. Records and Reports**

1. **Annual Reports by School Officials:** The superintendent of an SAU, the headmaster of an approved private school, or the Child Development Services director shall annually file such information regarding the employment of school personnel as the Commissioner may require consistent with Me. Dept. of Ed. Reg. 125. Failure to timely file required reports shall be grounds, following notice and an opportunity for hearing, for the withholding of State subsidy from the SAU and for other certification action against the superintendent.
2. **Reports of Dismissals:** Superintendents shall file with the Department, within ten (10) days of issuance, the certificate of dismissal issued by the school board for any credentialed personnel.
3. **Access to Credentialing Records**
  - A. **Public Access to Records:** Any individual, upon written or oral request, shall be informed of the certification status of any individual subject to credentialing requirements. The credentialing status of an individual is deemed to be a public record.
  - B. **Confidential Records**
    - (1) Transcripts, recommendations, and other documents submitted in support of an application for a credential and maintained in the

Department are confidential and shall not be released without the consent of the individual, subject to the following:

- (A) The Department may release to school boards and superintendents who employ or are considering employment of the individual any documents except those received by the Department in accordance with the individual's Criminal History Records Check, as specified in Section 4.2 of this rule.
  - (B) Authorized personnel of the Department, including any hearing officer and legal counsel acting for the Department, may have access to all documents in fulfilling their assigned duties.
  - (C) Individuals may examine their own records.
  - (D) Representatives of the individual may examine records upon presentation of written authorization by the individual.
- (2) Home addresses of holders shall be made available only in response to the following:
- (A) Formal request from a commissioner or chief executive officer of other State agencies, including the judicial branch, when access to that information is necessary in carrying out an official function; or
  - (B) Formal request by majority vote of any joint standing committee of the Legislature when access to that information is necessary in carrying out an official function.

**C. Access to Records Relating to Misconduct**

- (1) Complaints, charges, or accusations made against holders, investigative reports pertaining to those complaints, charges, or accusations, replies to those complaints, charges, or accusations, and any other information that may result in action to deny, to not renew, to revoke, or to suspend a credential shall be confidential except such documents in the possession of the Department that are already public records as a matter of law.
- (2) Certificates of dismissal, records of other disciplinary actions taken by a school board, transcripts of public hearings held by school boards, and court records and transcripts not under seal are public records when in the possession of the Department.
- (3) Any charges or information filed by the Commissioner with the District Court in support of a petition to not renew, to revoke, or to suspend a credential and any decision of the Court shall be public records.
- (4) Any action taken by the Commissioner to deny, revoke or suspend a credential pursuant to 5 M.R.S.A. §10004 shall be a public record.

- (5) Although records of criminal convictions may be public records, any information obtained by the Department through fingerprint-based Criminal History Records Checks is confidential. The procedures that must be followed by an applicant to gain access to his/her criminal history record information are specified in Maine statute.
- (6) Non-identifiable aggregate data relating to the Criminal History Records Checks Program shall be released only after consultation with the Attorney General of the State of Maine.

## **SECTION 9. Local Credentialing Committee (LCC)**

### **1. Roles and Responsibilities**

- A. The purpose of the LCC is to determine whether the requirements for the renewal of a credential required by the state are met.
- B. The LCC will inform all educators employed by an SAU of their credentialing responsibilities and provide each with a copy of the LCC procedures and forms.
- C. The LCC will preapprove course work of professional development that will result in the accrual of credit or contact hours for the purposes of certification renewal to ensure that the planned study or professional development is in accordance
- D. The LCC shall provide for maintenance of a cumulative confidential file containing documentation of the accrual of approved hours for certification or renewal and official documentation of progress toward meeting the requirements for a renewal

### **2. Composition**

- A. Each LCC shall include a majority of professionally certified educators with none holding conditional endorsements.
- B. Each LCC shall include one administrator employed by the school unit. Administrators may not participate in discussions concerning candidates under their supervision.
- C. Educator members of an LCC must have at least three years of experience as educators, and if they participate in a local performance evaluation system, their most recent overall performance rating must reflect effective or higher performance; a majority must have completed at least one five-year renewal cycle. Non-educator members must have professional expertise appropriate to the LCC's responsibilities as determined by the SAU.
- D. An LCC may not include school board members of that SAU.

### **3. Components of A Local Credentialing Committee Plan**

- A. The LCC plan shall be a comprehensive plan for the support of certified teachers and educational specialists who seek higher level certificates or renewal of certificates.
- B. Each LCC plan must meet the following criteria:
  - (1) Describe the scope of the LCC (school unit, collaboration of school units, and affiliation with institutions of higher learning);
  - (2) Contain adequate provisions for efficient management of the LCC, including a management oversight structure, decision-making and conflict resolution procedures, and a process for adopting final certification recommendations pertaining to individual educators;
  - (3) Provide for a formal orientation for professionally and certified teachers, educational specialists, and educational technicians that describes responsibilities, roles, procedures, available services, and the process for achieving necessary certificates;

**2. LCC Recommendation**

- A. The LCC shall make a recommendation to the Commissioner, in the manner determined by the Commissioner, regarding the eligibility of a teacher, educational specialist, or educational technician for renewal of a certificate.
- B. Recommendation will be made within the online certification system once the LCC has verified completion of renewal requirements.
- C. Recommendation that the certificate be renewed - a recommendation for renewal of the certificate shall be made to the Commissioner for the applicant has satisfied the requirements for renewal of the certificate.
- D. Recommendation that the certificate not be renewed - LCC shall select “not recommended” for the educator if the candidate has not met renewal requirements.

STATUTORY AUTHORITY: Title 20-A M.R.S. §13011(1)

EFFECTIVE DATE:

July 1, 1988

AMENDED:

February 6, 1990

July 1, 1991

March 23, 1992 - Section 10-A

March 23, 1992 - Sections 1.4, 2.2, 8.2, 9.2A, 9.4, 11.2

September 21, 1992 - Sections 10.1 & 10.8

September 21, 1992 - Section 2.2

December 20, 1993 - Sections 1.4, 4.5, 8.2, 9, 11.2, 14, 18.3 & 21

February 21, 1996

April 27, 1996

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 19, 1996

CORRECTED:

January 2, 1997

AMENDED:

September 4, 1997 - 1.4(SS), 1.4(KKK), 8.2(C), 9(2-A)(B,C,D), 10.1, 10.4(F), 10.8 (repealed),  
11.8, 14.2(B)(1), 14.3(B)(1), 14.9(B)(2, 3), 16.2(A), 21.2(A), 24.4(D)(2)  
March 15, 1998 - Section 10.1; 10.8 added  
December 21, 1998 - Sections 1.4 (LLL), 14.9(D)(5 and 6), 14.13, 23.1(A)(6 and 7), 25.2

CORRECTED:

January 20, 1999 - changed effective date of last amendment from Dec. 26 to Dec. 21  
January 25, 1999 - minor spelling - Part I pages 82, 117

AMENDED:

February 14, 1999 - Sections 2.1(E), 7.4, 14.9(C,D), 14.10, 14.11, 14.12 amended; Sections 26  
and 27 added  
December 6, 2000 - Sections 2.4, 10.2, 10.4(E)

NON-SUBSTANTIVE CORRECTIONS:

January 1, 2001 - punctuation in last paragraph of Section 2, and Sub-sections 10.2, first  
paragraph of 10.4, and 10.4(E)

AMENDED:

August 12, 2001 - Section 8.5 added  
April 16, 2002 - Section 14.1 through 14.4 amended

NON-SUBSTANTIVE CORRECTIONS:

March 16, 2004 - Section 8.5, punctuation only

REPEALED AND REPLACED BY FILING 2004-177:

EFFECTIVE DATE FOR SECTIONS:

September 1, 2004 for amendments to Part I Section 2.1, Section 8, Section 17.

EFFECTIVE DATE FOR SECTIONS:

August 1, 2005 for amendments to Part I Sections 1, 2.2 through 2.40, 3 through 7, 9 through  
16.

NON-SUBSTANTIVE CORRECTION:

August 10, 2004 - spacing only

AMENDED:

July 24, 2005 - Part I Sections 4.1.D, 5.5.D.6, 7.2, 11.1, filing 2005-262 (major substantive)  
July 18, 2007 - Part I, filing 2007-246 (major substantive)  
June 13, 2008 - filing 2008-199 (major substantive)  
June 26, 2009 - filing 2009-208 (major substantive)  
May 23, 2012 - filing 2012-107 (major substantive)  
May 14, 2014 - filing 2014-067 (major substantive)  
August 12, 2017 - filing 2017-109 (major substantive)  
November 20, 2017 - Subsection 14.2 with following subsections renumbered, filing 2017-175  
(emergency major substantive)

REPEALED AND REPLACED:

July 14, 2018 - Part I, filing 2018-108 (major substantive)



**APPENDIX B**

**REGIONAL SCHOOL UNIT NO. 67**

**Teacher Action Plan (TAP)\***

Teacher's Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of TAP \_\_\_/\_\_\_/\_\_\_

Mentor's Name: \_\_\_\_\_

Goal # \_\_\_\_: \_\_\_\_\_  
 \_\_\_\_\_

OBJECTIVES/ACTIVITIES TO MEET THE GOAL	DOCUMENTATION CRITERIA (EVIDENCE THAT THE OBJECTIVE HAS BEEN MET OR THAT PROGRESS MEETING IT HAS BEEN MADE)	SUPPORT REQUIRED (RESOURCES NEEDED TO MEET THE OBJECTIVE)	TIMELINE	DATE DONE

Form for Teachers with Conditional, Targeted Needs, and Provisional Certification. Attach documentation to this form to support completion of the goal.

**REGIONAL SCHOOL UNIT NO. 67**

**Master Teacher Action/Renewal Plan (MTAP or MTRP)**

Teacher's Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of TAP \_\_\_/\_\_\_/\_\_\_

Mentor's Name: \_\_\_\_\_

Goal # \_\_\_\_ : \_\_\_\_\_

OBJECTIVES/ACTIVITIES TO MEET THE GOAL	DOCUMENTATION CRITERIA (EVIDENCE THAT THE OBJECTIVE HAS BEEN MET OR THAT PROGRESS MEETING IT HAS BEEN MADE)	SUPPORT REQUIRED (RESOURCES NEEDED TO MEET THE OBJECTIVE)	TIMELINE	DATE DONE

Attach documentation to this form to support completion of the goal.

# Individual Personnel Credit/CEU/Clock Hour Summary

Candidate: \_\_\_\_\_ SS#: \_\_\_\_\_

Certification/Authorization sought (circle one):

Teachers: Conditional Targeted Need Provisional Professional Master Teacher  
 Educational Technicians: Ed Tech I Ed Tech II Ed Tech III

Teachers: Need 6 credits or 9 CEUs or 90 clock hours *  *limit of 45 clock hours of any one type of non-coursework activities or projects for certificate renewal (Teachers will need to have the CSS Chair sign their application before mailing.)  Ed Techs: Need 3 credits or 4.5 CEUs or 45 clock hours (Ed Techs will need to attach this page to the Education Technician's Authorization Renewal Plan to include with their completed application. The CSS Chair does NOT sign the actual application.)  Reminders: 1 credit = 1 semester hour = 1.5 CEUs = 15 clock hours 6 credits = 6 semester hours = 9 CEUs = 90 clock hours 10 clock hours = 1 CEU			
Period of course work/professional development activities accepted for this renewal:			
Documentation provided for consideration but not applicable:			
Date and Activity	Clock Hours	CEUs	Credits
	TOTAL: _____	TOTAL: _____	TOTAL: _____

- Teachers: required 6 credits/9 CEUS/90 clock hours completed within renewal period.
- Ed Techs: required 3 credits/4.5 CEUs/45 clock hours completed within renewal period.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Heather Rockwell, Certification Support System, Chairperson      Date

Questions should be directed to Heather Rockwell at [hrockwell@rsu67.org](mailto:hrockwell@rsu67.org)  
 45 School Street • Lincoln, Maine 04457  
 Telephone (207) 794-8935 • FAX (207) 794-2601

Once the appropriate number of hours is completed, a copy of the Summary will be retained in the certification files. All evidence and the Summary will be returned to the certification candidate upon receipt of a copy of the new certificate/reauthorization.

**REGIONAL SCHOOL UNIT NO. 67**

**Education Technician Authorization Renewal Plan  
(ETARP)**

**Education Technician's Name:** \_\_\_\_\_

**School:** EPB MJHS MA (Circle one.)

**SS#:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

Complete the section below that is most appropriate for your situation:

**SECTION 1: REAUTHORIZATION AT CURRENT LEVEL:**

The Educational Technician named above has completed the required three (3) credits of work-related study and seeks reauthorization as Education Technician, Level \_\_\_\_.

\_\_\_\_\_ college credits      \_\_\_\_\_ CEUs      \_\_\_\_\_ clock hours

\_\_\_\_\_  
Certification Support System Chairperson

**SECTION 2: REAUTHORIZATION AT ADVANCED LEVEL:**

The Educational Technician named above has completed the required three (3) credits of work-related study and seeks reauthorization as Education Technician, Level \_\_\_\_\_. This candidate is requesting advancement from Level \_\_\_\_\_ to Level \_\_\_\_\_. Details of the candidate's studies have been attached for the Departments review and consideration.

\_\_\_\_\_ college credits      \_\_\_\_\_ CEUs      \_\_\_\_\_ clock hours

\_\_\_\_\_  
Certification Support System Chairperson

CC: Certification Office, State of Maine

File: RSU No. 67 education technician's CSS file

## APPENDIX C

### Non-Course Activity Credit Application

**Instructions:** Use this form to obtain credit for non-course activities for which you will not automatically receive clock hours or CEUs. **You may only use up to 45 clock hours of any one type of activity for certificate renewal.**

Activity or Project	# of Clock Hours
District In-service	Varies
Making a presentation at a workshop	Up to 20
Teaching a course outside of school	Up to 45
Serving on a curriculum committee	Up to 15
Serving on a regularly scheduled committee	Up to 15
Serving as a mentor	Up to 45
Developing a new curriculum project	Up to 20
Publishing a scholarly article	Up to 15
Supervising a student teacher	15
Participating in a book study with proper documentation*	Up to 6
Completing online work (e.g., using ALEKS to improve knowledge of mathematics) with proper documentation**	Up to 6 for education technicians Up to 12 for teachers
Completing a special project (non-course activity for which clock hours are not provided)	Varies

\*Documentation for a book study must include dates and times of discussions, discussion notes, and reflections about how the book will impact one's job.

\*\*Documentation for online work must include a description of work accomplished, a log of time spent, and reflections about how the work will impact one's job.

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Short narrative describing activity or project:**

**Total # of hours involved with the activity/project:** \_\_\_\_\_

**Start and End dates:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Please attach a time log (date, description, #hours) and documentation of the work done.**

<b>SUPPORT SYSTEM USE ONLY</b>	
Documentation attached: _____	# of Clock Hours: _____
Certificate Issued Date: ___/___/___	
Approved by _____	Date of approval: ___/___/___

**R.S.U. No. 67**  
**Third Party Billing Authorization Form**

**Directions**

1. Use this form to apply for tuition deferment for **COURSES ONLY**.
2. Make sure to check that the Institution offering the course will participate in tuition deferment.
3. Fill out **PART 1**, and submit to Support System prior to taking the course.
4. **You should keep a copy of this form for your records.**

**PART 1** – Complete this section prior to taking course and submit to support system.

<b>TEACHER'S NAME:</b>	<b>SOCIAL SECURITY NO.:</b>	<b>DATE OF APPLICATION:</b>
<b>NAME OF INSTITUTION:</b>	<b>ADDRESS OF BILLING OFFICE:</b>	
<b>COURSE TITLE AND NUMBER:</b>	<b>COURSE START/END DATES:</b>	<b>NUMBER OF CREDITS:</b>

**Terms of Agreement**

The R.S.U. No. 67 employee named above has been approved for *Third Party Billing* based on the following criteria:

1. The employee named above must successfully pass the course with at least a “B” for graduate courses or a “C” for undergraduate courses, or “Pass” for pass/fail courses.
2. R.S.U. No. 67 agrees to only pay tuition fees based on the current University of Maine per credit hour rate multiplied by the number of credits taken. *All other fees including registration, lab and activity fees are the responsibility of the employee to pay.*
3. The employee named above must be in service and under contract in R.S.U. No. 67 to be eligible for payment.
4. The course must be an approved course according to the collective bargaining agreements for support staff and teachers. (Course must be directly related to the employee’s present position and enhance the teacher’s ability to improve student performance)
5. This form must be signed by the employee, support system, supervising principal, and superintendent of schools.
6. The Institution offering the course will send a copy of the grade report or transcript with the invoice at the completion of the course.
7. Send invoices and grade reports to: **Superintendent of Schools, R.S.U. No. 67, 57 Main Street, Lincoln, ME 04457**  
For information call 794-6500.

**REQUIRED SIGNATURES**

<b>EMPLOYEES SIGNATURE</b>		
I have read the above terms and understand that I must successfully complete the course and be currently employed in order to be eligible for Third Party Billing. I also understand I am responsible for all additional fees above the cost of tuition as described above.	EMPLOYEE'S SIGNATURE	DATE
<b>APPROVAL OF CREDIT TOWARD RENEWAL OF CERTIFICATE</b>		
The COURSE and CREDITS described above are APPROVED by THE R.S.U. No. 67 Support System.	SUPPORT SYSTEM SIGNATURE	DATE
<b>APPROVAL OF SUPERVISING PRINCIPAL</b>		
The COURSE and CREDITS described above are APPROVED by THE R.S.U. No. 67 Supervising Principal.	SUPERVISNG PRINCIPAL SIGNATURE	DATE

<b>APPROVAL FOR REIMBURSEMENT</b>		
R.S.U. No. 67 agrees to the terms listed above and will pay <u>tuition only</u> upon successful completion of the course, and receipt of invoice with grade transcript.	SUPERINTENDENT'S SIGNATURE	DATE

**UNIVERSITY OF MAINE  
THIRD PARTY SPONSOR (EMPLOYER) BILLING PROCESS**

1. The student receives a billing statement and account information card from the University. With the first bill for the fall and spring semesters, the student receives an account information card (enclosed) which is used to notify the University of any third party sponsorship (i.e., your school system).
  
2. It is the **student's responsibility** to obtain authorization from the third party sponsor (purchase order/authorization form) which indicates how much the third party sponsor will be paying on the bill.
  
3. The student completes the account information card by noting on the bottom 1) amount due from bill (current balance due); 2) amount from other sources (i.e., how much will be paid by the third party); 3) payment enclosed (for any balance not covered by the third party).
  
4. The student mails the account information card, **authorization form from the school system**, if available, a copy of the statement and payment (if any due) to the University by the payment due date. If these items are received by the payment due date shown on the statement, no late fee will be assessed.

Please note that, given the various course lengths for the summer term, we do not include an account information card with the summer billing. As such, we must receive a third party authorization and any remaining payment due from the student by the billing due date to avoid assessing the late fee.

Please direct questions on the third sponsor billing process to the Bursar's Office at 581-1530.