PROFESSIONAL ACTIVITY CREDIT FORM (PAC)
Application for non-academic certification renewal credit
NPUC- Office of Education

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

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

- PAC hours are to be turned in at the ***end of each academic year*** .
- Do **not** list college courses; instead, request colleges to send official transcripts directly to the NPUC Office of Education.
- *Use online form* if possible. Forms that have multiple years; are unreadable or lacking activity description will be returned.
- Clock hours will be converted to quarter credit on the status report (25 clock hours = 1 quarter credit)

Month	Day(s)	School Year	Activity (Include a complete description of each activity)	Clock Hours
School Year:		**Technology Clock Hours**		
		Total Clock Hours		

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Teacher Name -Print

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Teacher Name - Signature

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Date

_____

Conf Superintendent *or* Academy Principal - Print

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Conf Superintendent *or* Academy Principal – Signature

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Date   **REVISED 4/16**

RECOGNIZED NON-ACADEMIC CERTIFICATION
RENEWAL ACTIVITIES

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

Committee Participation/Leadership
  A. Curriculum development committees
    1. Summer study *(37.5 clock hours per week of involvement)*
    2. Ad hoc curriculum development committees
    3. Union/local conference/academy curriculum committees

  B. Administrative committees
    1. Union Education Council
    2. Union/local conference board of education

  C. Special emphasis committees (NAD/union/local conference) such as
    1. Student progress or assessment
    2. School evaluation team membership at a school other than your own *(up to 25 clock hours)*

Individual Projects
  A. Visitation day at another school or professional exchange program *(with analysis and reporting)*
  B. Professional Growth Certificate (teachers' reading course) for current year *(25 clock hours)*
  C. Authorized curriculum projects *(credit determined on basis of project involvement)*
    1. Pilot programs and field testing
    2. Curriculum innovations
    3. Travel/tours/mission trips *(25-100 clock hours, dependent upon degree of involvement, to be authorized by superintendent or academy principal prior to trip: maximum of 100 hours per 5- year renewal period)*
    4. Internet-based distance learning or recorded programs
    5. Creative endeavors (e.g. cultural growth, developing computer programs or web sites)
    6. Independent study (topic specific)
  D. Supervision of student teacher *(25 clock hours)* or "September Experience" *(maximum of 10 clock hours)*
  E. Having an article or book published (list title, publisher, date of publication)
    1. Articles *(25 clock hours)*
    2. Books *(up to 300 clock hours)*
  F. Teaching a college class on a college campus or online, not dual credit courses *(equal credit to that received by students enrolled in the class)*
  G. Other professional activities related to the teacher's area of certification and/or as recommended by the local conference office of education

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TECHNOLOGY IN THE CURRICULUM

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

A. Has completed course work that includes the concepts and the practice of integrating technology into the classroom and is designed to produce a positive impact on student learning in the classroom. Such course work should meet the definition (above) and incorporate concepts from the International Society for Technology in Education (ISTE) National Educational Technology Standards for Teachers as found at www.iste.org Request official transcripts to be sent to NPUC for course work taken to fulfill technology requirement.

B. The initial requirement is a 3 quarter hour course of academic credit that integrates technology in the classroom. Educators who currently hold a Basic, Standard, Professional, or Administrator's certificate on the effective date of this policy are exempt from the initial requirement, but must fulfill the renewal requirement which is 1 quarter credit course or 25 clock hour PAC's in workshops, seminars, or other acceptable professional activities on any topic that addresses integrating technology in the classroom.

C. Graduates from an approved Seventh-day Adventist teacher education program or a college/university that holds regional accreditation after September 1, 1998, will be deemed to have fulfilled the initial requirement as stated in B.