



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
---	--------------

Policy Reference: Wisconsin Administrative Code Chapter TCS 3; The Approved
MATC District Plan

Certification is a process by which the Wisconsin Technical College System (WTCS) evaluates the occupational, academic, and teaching experience of an employee to determine his/her preparedness to work in the Wisconsin Technical College System. Certification is an effort to assure quality education in the WTCS through a program of continuous participation in activities that will contribute to the professional growth of employees within the system.

A. EMPLOYEES REQUIRING CERTIFICATION

- **Full-time and part-time faculty teaching courses** in state approved **Apprentice, Associate Degree, Basic Education, Liberal Arts Transfer, and Diploma programs** are issued a State Certificate and must meet renewal requirements.
- **Full-time faculty, including those teaching 400- or 600-level courses**, must meet MATC institutional certification requirements for education, occupational experience, and cyclical credits for renewal.
- **Counselors** who are responsible for counseling students on vocational, career, and personal concerns.
- **Instructional Supervisors** who manage one or more instructional programs and supervise certified staff that deliver, develop, or design instruction.
- **Instructional Related Supervisors** who supervise student services staff, including counselors or other certified instructional related staff, act as a liaison with business or industry and the secondary schools within the district, without the responsibility of delivery, development, or design of instruction.
- **Instructional Administrators** who manage, supervise or evaluate certified instructional staff and exercise overall responsibility for the delivery, development, or design of instruction.
- **Instructional Related Administrators** who manage, supervise, or evaluate instructional related supervisors or counselors and exercise overall responsibility for the delivery, development, or design of instruction.
- **Instructional Specialists** who advise and assist instructional staff in the development and use of various curriculum materials, instructional devices,



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

and presentation techniques including audiovisual equipment, television, computers, and equipment used to provide distance learning.

- **Alcohol and Other Drug Abuse (AODA) Facilitators** who are responsible for coordination of alcohol and other drug abuse prevention and intervention programs funded in whole or in part under 38.35 statutes.

Part-time faculty teaching Adult and Continuing Education (ACE) courses numbered in the 400-level series must meet minimum educational and occupational experience certification requirements to be hired but are not issued State Certificates. They do not need to meet WTCS certification renewal requirements #50 - #69.

Part-time faculty teaching Personal Enrichment or Avocational courses numbered in the 600 series do not require WTCS certification.

It is the responsibility of the **Instructional and Instructional Related Supervisors** to:

- know the certification requirements of their instructional areas of supervision in order to assign certified faculty and staff to appropriate assignments
- guide the professional growth of the supervised employees
- follow-up with each employee and provide guidance needed for certification.

It is the responsibility of **each certified individual** to meet certification requirements and deadlines or be subject to layoff. (Represented employees are subject to the negotiated labor agreement between MATC and Local 212.)

B. CERTIFICATION RENEWAL REQUIREMENTS AND TIMELINE

The criteria for meeting certification renewal requirements varies on the type of certification held and whether an employee is full-time or part-time. The individual may also earn credits for advanced degrees while completing certification requirements. These credits will not apply toward Provisional, Part-time Provisional or Part-time Approval certification renewal unless they also satisfy a remaining certification requirement; however, the credits may apply toward salary reclassification.

- **Full-time employees holding Provisional Certification** must make progress toward the Five-Year Certificate. Six credits of certification requirements must be completed during each certification cycle until all requirements have been satisfied (last cycle may require less than six credits).



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

- **Part-time employees holding Part-time Provisional Certification** must make progress toward meeting the requirements for Five-Year Certification during their certification cycle. Two credits of certification requirements must be completed during each certification cycle until all requirements have been satisfied.

- **Part-time occupational faculty teaching the same one or two courses during each certification cycle and holding Part-time Approval Certification** must make progress toward meeting the requirements for Five-Year Certification during their certification cycle by completing one of the following options:
 1. Two credits of certification course requirements #50-69
--OR--
 2. Two months (330 hours) of verified occupational experience plus a ten-hour module of approved in-service training related to certification course requirements #50-69.

- **Full-time and Part-time employees holding Five-Year Certification** must complete six credits of approved professional growth activities in accordance with the MATC District Plan or 330 hours (two months) of verified occupational experience during each certification cycle.

Certification renewal credits or activities, which are begun after May 1 and completed before August 31 during the final year of a certification cycle, may be applied toward either the current or immediately succeeding renewal cycle.

C. Credit Evaluation

Credit evaluation is a process by which certified individuals are provided the opportunity to be awarded credits for courses and other professional growth activities. Following

the supervisor's approval and submission of a Professional Growth Application (PGA), Form 12:147, Rev.5/04, the MATC Certification Officer reviews each application and required documentation and awards credits as appropriate.

1. Provisional or Part-time Provisional certification course requirements are satisfied through MATC Professional Development course activities or approved university courses. The MATC Certification Officer or appropriate



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

Professional Development facilitator will evaluate submitted university course descriptions or course syllabi for possible substitution of certification course requirements.

2. MATC Professional Development certification course activities #50-69 earn two credits to fulfill WTCS course requirements #50-69. These are non-transcriptable and non-transferable activities. The course completions are automatically entered into an individual's certification record. The Certification Office will obtain an MATC transcript for MATC courses.
3. Original official transcripts must be submitted to the Certification Office for all courses completed outside of the MATC Professional Development department.
4. All completed activities must be submitted with appropriate documentation and a "MATC Professional Growth Application (PGA)." Form 12:147, Rev. 5/04, to the supervisor and District Certification Office.
5. A Professional Growth Plan developed with one's supervisor should guide an individual's professional growth activities. The process for obtaining approval of professional growth activities is:
 - Individual obtains prior approval from supervisor to participate in professional growth activity. The activity is included in the individual's Professional Growth Plan and is directly related to professional and/or occupational area.
 - MATC Certification Officer verifies that activities conform to the District Plan by reviewing approved Professional Growth Application and documentation verifying completion of activity. Certification Officer awards credit as appropriate for certification renewal and salary reclassification purposes.
6. Professional growth activities will be equated to semester credits as follows:
 - CEUs are converted to semester hours by dividing the hours of the activity by 40.
 - One Continuing Education Unit (CEU) equals 10 hours
 - Four Continuing Education Units (CEU) or 40 hours equals one Continuing Education Credit (CEC)



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
---	--------------

- Quarter credits and other credit units are converted to semester hour credits (QTR Cr x 2/3 = Sem Cr)
 - Hours in excess of whole credits may be accumulated and combined with other activities for certification renewal
7. The following professional activities, which may involve unusual personal time contributions and may be on paid MATC contract time can be used for recertification credits:
- Called conferences in which individuals are sent to serve purposes of the college in acquiring training directly related to their assignment.
 - Professional leave in which individuals request leave to attend conventions and professional organization conferences directly related to their assignment.
 - Part-time faculty and certified staff and administrators may also be eligible for credit to attend professional meetings.
 - Special WTCS or MATC task forces

D. ELIGIBLE ACTIVITIES FOR CERTIFICATION RENEWAL AND FACULTY SALARY RECLASSIFICATION

The objectives of the District Plan for certification renewal are:

- To stimulate professional growth of the employees
- To enhance the image of Milwaukee Area Technical College by encouraging employees to extend their service and participation in the community
- To ensure that employees keep pace with emerging technology, concepts, procedures and practices in education and in their professional occupations.

Certified employees holding Five-Year Certification can select from the following 15 professional growth categories to renew their certification. Credit limitations apply for some activities per cycle. A professional growth objective should be defined for each credit activity. Forty (40) hours of verified training, participation or preparation equals one (1) credit.



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

Some of the of following certification renewal activities may also apply toward faculty salary reclassification as identified below. Also, refer to salary reclassification guidelines listed in section E.

- **Activities #1 and 2: Academic Coursework**

Graduate, undergraduate, associate degree, vocational diploma, and continuing education credits earned from accredited institutions, including CEUs and CECs, must be included in a professional growth objective and may be used for recertification credit based upon full course credit.

Credit Value: Course value (semester credits)

Recertification limit: Six (6) credits per cycle.

Salary Reclassification limit: Sixteen credits (16) per salary class

Documentation required: Official transcript or certificate for CECs and CEUs.

- **Activity #3 PD: MATC Professional Development Course Activities**

MATC Professional Development course activities of one or more credits are offered in structured classes for credit to satisfy certification requirements, to improve services to students, or for individual interest. There is no tuition charge for these activities. They may be used for recertification credit based upon the credits earned. Professional Development activities credits should be approved by the supervisor and included in the individual's Professional Growth Plan.

Credit Value: Course value (semester credits)

Recertification limit: Six (6) credits per cycle.

Salary Reclassification limit: Sixteen credits (16) per salary class

Documentation required: Letter of completion submitted to the Certification Office from the Professional Development Office. The Certification Office will request an MATC transcript for MATC courses.

- **Activity #3 W: MATC Professional Development Wellness Activities**

MATC Professional Development wellness activities and physical fitness course activities may be used for recertification credit to a maximum of two credits per cycle. The activities should be part of the individual's professional growth plan and require the supervisor's signature.

Credit Value: Course value (semester credits)

Recertification limit: Two (2) credits per cycle

Salary Reclassification limit: Not Applicable



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

Documentation required: Letter of completion submitted to the Certification Office from the Professional Development Office.

- **Activity #4: Audited courses**

Audited courses may be used for recertification credit.

Credit Value: Half normal credit value.

Recertification limit: 12 audited credits per cycle

Salary Reclassification limit: Not applicable

Documentation required: Official transcript.

- **Activity #5: Occupational and Professional Training**

Occupational and professional training may be used for certification renewal. The activity must be related to the area of certification and must be conducted by a qualified trainer and/or reputable organization.

Credit Value: 40 hours of verified training equals 1 credit

Recertification limit: Six (6) credits or 240 hours per cycle

Salary Reclassification limit: Six (6) of 16 credits per reclassification

Documentation required: Copy of program including dates, hours and verification of attendance.

- **Activity #6: Workshops, Seminars and Conferences**

Workshops, seminars, and conferences related to professional area or education by a reputable organization or qualified trainer and MATC Professional Development activities less than one credit may be used for recertification credit.

Credit Value: 40 hours of verified attendance equals one credit

Recertification limit: Three (3) credits or 120 hours per cycle

Salary Reclassification limit: Not applicable

Documentation required: Copy of program including dates, hours and verification of attendance for non-MATC workshop, seminar, or conference. Letter of completion submitted to the Certification Office from the Professional Development Office for MATC activities.

- **Activity #7CD: Curriculum Development Projects**



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

Curriculum development projects may be used for recertification credit including development of a new course within an existing program, a major curriculum modification of an existing course, or the development of a course in a new program. This activity requires completion of exemplary materials, which are beyond normal course preparation. Revisions and updating of curriculum that is part of the instructor's regular assignment may not be used for renewal credits.

Before beginning the project the instructor must submit a detailed proposal identifying defined objectives and outcomes to their supervisor and divisional Dean/Director for approval on a Prior Approval Request for Credit Equivalency, (PARCE) Form 94:15, Rev. 5/04. The supervisor and Dean /Director will approve the completed project and recommend the credit equivalency.

Credit Value: To be recommended by supervisor

Recertification limit: Three (3) credits

Salary Reclassification limit: Not applicable

Documentation required: Approved PARCE Form, copy of completed project, and recommendation of supervisor and Dean/Director regarding the credit value.

- **Activity #7RD: Research and Development Projects**

Research and Development projects may be used as evidence of professional growth including conducting community studies, needs surveys or evaluation

studies not being conducted by the MATC Strategic Planning and Research Department.

Before beginning the project the instructor must submit a detailed proposal identifying defined objectives and outcomes to their supervisor and divisional Dean/Director for approval on a Prior Approval for Credit Equivalency, (PARCE) Form 94:15, Rev. 5/04. The supervisor and Dean /Director will approve the completed project and recommend the credit equivalency.

Credit Value: To be recommended by supervisor

Recertification limit: Three (3) credits

Salary Reclassification limit: Not applicable

Documentation required: Approved PARCE Form, copy of completed project, and recommendation of supervisor regarding the credit value.

- **Activity #8: Published Literary Accomplishments**



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
---	--------------

Commercially published literary, software or technical accomplishments of a professional nature such as published books, juried journals, dissertations, computer software, institutional web sites, or materials that are related to the individual's role or the purposes of education.

Before beginning the project the instructor must submit a detailed proposal identifying defined objectives and outcomes of the publication to their supervisor and divisional Dean/Director on a Prior Approval Request for Credit Equivalency, (PARCE) Form 94:15, Rev. 5/04. An editor or editorial board must approve the publication or material prior to publication by a commercial publisher, a university press, or a professional periodical.

Credit Value: To be recommended by supervisor

Recertification limit: Three (3) credits

Salary Reclassification limit: Not applicable

Documentation required: Approved PARCE Form, copy of publication or product produced, and recommendation of supervisor and Dean/Director regarding the credit value.

- **Activity #9: Professional Presentations**

Professional, formal presentations at professional conferences, workshops, and seminars may be used for recertification credit. Both the preparation and presentation time can be used to calculate the number of hours.

Credit Value: 40 hours of preparation and presentation equals one (1) credit

Recertification limit: Three (3) credits or 120 hours per cycle

Salary Reclassification limit: Not applicable

Documentation required: Documentation showing program or letter from sponsor of event and log of dates showing preparation of presentation.

- **Activity #10: Consulting Work**

Consulting work for business, industry, or educational facilities may be used for recertification credit. This excludes teaching activities and voluntary consultant services.

Credit Value: 55 hours of consultation equals one credit

Recertification limit: Three (3) credits or 165 hours per cycle

Salary Reclassification limit: Not applicable



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

Documentation required: Letter of verification on client's letterhead documenting dates, hours and activities.

- **Activity #11: National and International Study Tours**

Organized national and international study or cultural tours through an institution of higher learning may be used for recertification credit. Appropriate activities that update or increase skills or knowledge applicable to the individual's position will be considered. Travel time is not included.

Credit Value: 40 hours equals one (1) credit (maximum 8 hrs/day)

Recertification limit: Three (3) credits or 120 hours per cycle

Salary Reclassification limit: Not applicable

Documentation required: Documentation from cultural or study tour organizer showing dates and activities.

- **Activity #11: Professional Exchange Program**

Participation in a formal exchange program may be used for recertification credit.

Credit Value: 1 semester = 2 credits 2 semesters = 3 credits

Recertification limit: Three (3) credits

Salary Reclassification limit: Not applicable

Documentation required: Copy of program exchange contract.

- **Activity #12: Paid, Non-educational Occupational Work Experience**

Paid, noneducational occupational work experience that is related to the individual's work assignment. The occupational experience must update or increase the skills and/or knowledge applicable to the individual's position. This category includes the MATC Occupational and Academic Currency Program (OACP).

Credit Value: 55 hours of consultation equals one credit

Recertification limit: Six (6) credits or 330 hours per cycle

Salary Reclassification limit: Not applicable

Documentation required: Completion of MATC employment verification form by employer or approved OACP timesheets.

- **Activity #13: Professional or Community Service**

Leadership roles in district, professional or community service organizations may be used for recertification credit.



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

- District Leadership Service as a chairperson, officer, committee chairperson, or standing committee member of a district committee including MATC or WTCS task force or program review team. Service on district committees may be considered if completed on non-contract time and without MATC compensation.
- Professional Leadership Service as an officer, chairperson or active member of a professional organization or association may be considered because of its personal development potential and its public relations impact on the college, the profession and the individual.
- Community Service activities including volunteer work. Such service is considered because of its personal development potential and its public relations impact on the college, the community and the individual.

Credit Value: 40 hours of participation equals one credit
Recertification limit: Three (3) credits or 120 hours maximum from the service activity category per cycle
Salary Reclassification limit: Not applicable
Documentation required: Letter of verification on organization's letterhead from officer or chairperson; documenting dates, hours, and activities.

- **Activity #14: Teaching Experience**

Teaching at an accredited four-year institution or teaching MATC certification or ER&D course activities during MATC non-contract hours may be used for recertification credit. The individual must not be reimbursed by MATC for the assignment.

Credit Value: Semester course credit
Recertification limit: Three (3) credits per cycle
Salary Reclassification limit: Not applicable
Documentation required: Letter of verification or assignment on college or university letterhead documenting dates and course credits or syllabus or course outline documenting dates and credits.

- **Activity #15: Examinations for Certification and Licensure**

Successful completion of examinations to attain initial occupational certification or licensure directly related to the assignment. Preparation and examination time may



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

be used to calculate hours. Renewal of licenses and certifications will be considered if completion of an examination is required.

Credit Value: 40 hours of participation equals one credit

Recertification limit: Three (3) credits per cycle

Salary Reclassification limit: Not applicable

Documentation required: Copy of the certificate or license **and** either a statement from the examining board recommending credit equivalency or a signed statement from the individual identifying dates and hours of the exam preparation and administration signed by the supervisor recommending the credit equivalency.

E. GUIDELINES FOR FACULTY SALARY RECLASSIFICATION

Both full-time and part-time faculty are eligible to apply for salary reclassification:

1. Faculty are eligible for salary reclassification based on completion of advanced degrees or credits earned. Faculty do not need to complete all required certification course requirements #50 - #69 before applying for salary reclassification; however, they must complete 16 eligible credits or earn a degree not already considered for salary placement.
2. Faculty are responsible for tracking their own credits and degrees to be eligible for salary reclassification. The Certification Office staff does not monitor salary reclassification credits.
3. Faculty initiate a salary reclassification by submitting a "Salary Reclassification Application" Form 92:61, Rev. 12/02. An approved Professional Growth Application (PGA) must also be on file in the Certification Office for all courses listed on the salary reclassification application.
4. Salary reclassifications are processed twice per school year in August and January. Eligible faculty must submit the application for salary reclassification no later than the fifth day of the semester (the semester begins with Faculty Coordination Day, first and second semester). All work included in the application must be completed by the date of submission.
5. The following criteria will apply for credits earned toward salary reclassification:



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
---	--------------

- Credits eligible for salary reclassification are specified in activity item numbers 1, 2, 3PD, and 5 of the MATC District Plan which is listed on the reverse side of the MATC Professional Growth Application, Form 12:147, Rev.-5/04. Credits should be part of an approved professional growth plan.
- Credits eligible for salary reclassification are also eligible for certification renewal.
- Credits eligible for salary reclassification must be earned on the individual's noncontract (personal) time and the individual must not be reimbursed or paid by MATC for the activity. The supervisor is not obligated to alter schedules to accommodate the individual's needs.
- Only graduate credits and MATC certification course activities (#50 - #69) not used for initial salary placement may be carried forward to the first salary reclassification. No other undergraduate or staff development activities may be carried forward from salary placement.
- Credits for salary reclassification may extend through more than one certification cycle.
- After an instructor is placed on the salary schedule, credits completed toward a degree in the academic, occupational, or educational field and approved by the supervisor will apply toward salary reclassification. Sabbatical credits apply.
- Graduate credits must be a grade of **B** or higher and undergraduate credits must be a grade of **C** or higher for salary reclassification purposes. Some institutions may have different grading schemes for example, BC, Pass, Fail, and Satisfactory for granting credits for minimum acceptable performance. If it is questionable whether the final grade meets the salary reclassification standard, then the individual must provide documentation from an **official officer** that represents that institution (i.e. Registrar, Admissions, and Graduate programs) stating the minimum course grade that is acceptable performance for the applicable level.
- Wellness and Physical Education credits do not apply toward salary reclassification unless the credits are required as part of an approved degree program.



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

F. INELIGIBLE ACTIVITIES

Credits are not typically awarded for activities that are considered paid professional responsibilities within employment contracts such as coordination and organizational day meetings, general meetings, divisional meetings, and advisory committees.

G. CERTIFICATION AND SALARY RECLASSIFICATION RECORDS

- The District Certification Office processes initial and renewal certification requests with the State Office and is custodian of the district certification files.
- Following the individual's supervisor's approval the District Certification Officer reviews and approves professional growth activities for certification renewal and salary reclassification based on the documentation submitted.
- The Certification Officer designates approval or denial of the professional growth activity by returning the signed Professional Growth Application to the individual.
- The District Certification Office notifies individuals and their supervisors one year in advance of the individual's certification expiration date to inform them of their certification status and whether they are eligible for certification renewal.
- The District Human Resources Division-Compensation Department implements the approved salary reclassification and maintains individual personnel files.

H. APPEAL PROCESS

A district appeal procedure has been established in consultation with the district certification committee to promote voluntary resolution of disputes relating to district responsibilities, activities and decisions regarding certification including the approval or denial of professional growth activities used toward renewal of Five-Year and Part-Time approval certification or decisions regarding the acceptance of activities or credits used toward certification course requirements #50-69.

WTCS Office staff decide whether the occupational experience submitted supports certification for an occupational subject instructor and also make the decision whether the academic preparation supports certification for an academic instructor. An individual/district may appeal a decision to the State Certification Committee.



Title: PROFESSIONAL GROWTH CREDIT EVALUATION FOR CERTIFIED POSITIONS	Code: CC1200
--	--------------

Any person aggrieved by a decision resulting from district, action or inaction, may initiate an appeal as established, but utilization of the district appeal procedure shall not be a prerequisite to initiation of an appeal with the state certification committee. The district appeal process:

- 1) Designates the chair of the district certification committee to receive appeals
- 2) Requires appeals to be filed within 45 days of the action or inaction which serves as the basis for the appeal.
- 3) Establishes a procedure for receiving and resolving appeals, including a provision for written acknowledgement within 15 days of receipt of the written appeal and a written determination of the complaint within 45 days of receipt of the written appeal unless the parties agree to an extension of time.
- 4) Notifies the individual filing the appeal of the right to appeal the decision of the district certification committee to the state certification committee.

I. DISTRICT CERTIFICATION COMMITTEE

A District Certification Committee has been established as directed by the TCS certification code. The purpose of this committee is to develop and implement the District Plan for Five-Year Certification renewal, review appeals through the appeal process, and approve district certification activities. The committee is composed of three members appointed by Local 212 and two members approved by the administration. Members serve a two-year term, not to exceed three terms office 25 working days of the second semester upon return from teaching.